

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Principal Highways and Transport Planner

Highways and Transport - Place, Economy & Environment
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Highways and Transport Team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highway assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda.

The role exists to be the Council's Principal Officer for transport strategy and policy matters. Therein helping to develop the Council's policies around the Local Transport Plan (LTP) and lead on the monitoring and delivery of the interventions within the LTP. Key activities include strategy development, project management of a range of transport studies, client lead for the transport model, and stakeholder engagement.

Accountable to:

The role is accountable to the Highways and Transport Planning Manager and is responsible for the direct line management of 1 officer. The role sits in the Highways and Transport Service, part of the Place, Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To lead on the preparation, monitoring and implementation of the Local Transport Plan and the Plans supporting strategies, including the Local Cycling and Walking Infrastructure Plans.
2. To lead on the scoping and management of a range of transport studies, which may involve the procurement of external consultant support.
3. To act as client lead for the development of the Council's transport model(s), working with the consultants managing the model and other areas of the Council to ensure that appropriate information on development proposals and network changes is fed into regular model updates.
4. To work with the Local Plan team to produce a robust transport evidence for the Local Plan, ensuring that the Highways Authority policies and concerns are appropriately considered and mitigated.
5. Manage budgets for transport studies and initiatives and support the team leader with the management of budgets (including external funding from Section 106 and third parties).
6. To co-ordinate bidding for funding when the opportunity arises, and support the team leader in programming the work necessary to complete the bidding process.
7. To lead on the development and/or delivery of specific projects or studies, working with partner organisations and stakeholders where necessary, in order to meet the objectives of the Local Transport Plan and other strategies.
8. To represent the Council in local, sub-regional and national fora, including attendance at England's Economic Heartland working groups.
9. To respond on behalf of the Council to consultations from adjoining authorities, sub regional and national organisations; including reviewing policy and strategy documents and making appropriate comments to seek their alignment with the Council's policies

10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good interpersonal and communication skills, both oral and written.	Essential	A,I
Ability to work on own initiative and as a member of a team.	Essential	A, I
Ability to supervise consultants.	Essential	A,I
Ability to deliver projects and to work in partnership with other agencies and stakeholders.	Essential	A,I
Project management skills	Essential	A,I
Presentation skill	Essential	I,P
Communicates clearly and openly with others in order to inform, instruct, persuade and encourage feedback.	Desirable	A,I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Thorough knowledge of current transport planning policy practice and transport project development	Essential	A, I, P
Knowledge of transport modelling and economic appraisal	Essential	A,I
Understanding of legislation and practice surrounding Local Plan process	Essential	A, I
Knowledge of procurement of suppliers/contractors within Local Government	Desirable	A,I

Relevant experience:	Essential / Desirable	Measured by
Experience of the structure of Local Government and working with members.	E	A, I
A senior level of experience of working and producing transport strategy in a Local Authority.	E	A,I
Experience of contributing transport evidence to the Local Plan process.	E	A,I
Proven ability to deliver projects.	E	A,I
Proven experience of working in partnership with multi disciplined teams in the built environment.	D	A,I
Budget management experience.	D	A,I
Experience of supervising and supporting the work of others in a team.	D	A,I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to Degree Level/NVQ 6 or equivalent in transport planning or other related subject	Essential	A,D
Postgraduate degree (masters level) or significant experience in a post related to transport strategy.	Desirable	A,D
Membership of a relevant professional institution and/or demonstration of significant continuing professional development.	Desirable	A,I,D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours	37	Primary work base:	Northampton
Job family & salary band:	Regulatory and Technical Band 9 £49,587 - £52,860	Worker type:	Part-flexible
People management responsibility:	1	Budget responsibility:	Cira £2m/year

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

The post holder should be able to attend occasional evening meetings and site visits when required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.



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