**Job Description**

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| Job Title: Graduate Transport Officer |
| POSCODE: |
| Grade: 5 to SO1 |

**Overall purpose of the job**

The Graduate post is required to ensure that the Transport Assessment, Transport Strategy and Funding and Highways Development Teams, can deliver the transport infrastructure required to accommodate economic growth in Cambridgeshire. The chosen post holder would develop through training and mentoring to progress to a senior level within the organisation, thus helping with current skills shortages in Transport Planning and Engineering fields.

This post will be a linked grade post. For information the progression criteria for the post from Grade 5 to SO2 is set out in Appendix 1

**Main accountabilities**

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|  | **Main accountabilities** |
|  | Work alongside Principal Officers in the Transport Assessment and Development Management Teams to ensure that the teams meet their statutory obligations to planning authorities, members and customers |
|  | Provide input into the work of officers in the Transport Strategy & Funding service on aspects including transport policy, transport scheme development work and lead small scale studies to ensure timely delivery of reports and policy documents relating to the council’s scheme delivery programme |
|  | Support the work of colleagues by engaging directly and appropriately with our customers and representatives from our partner organisations in order to maintain an effective and high quality service level. |
|  | Communicate clearly and appropriately with different audiences to develop and maintain stakeholder relationships - for example with District Council Officers, Consultants and Developers. |
|  | Acquire and continually develop knowledge on transport and development planning, transport policy and highways development, relevant to the County to support effective service delivery. |
|  | Maintain good and professional working relationships with other departments and organisations to maximise the effectiveness and efficiency of our transport planning services |
|  | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| **Qualifications Required** | **Subject** | **Essential/****Desirable** |
| Degree | In a discipline related to transport planning e.g.: geography, civil engineering, economics | Essential |
| GCSEs 5 at Grades A-C | Must include Maths and English  | Essential |
| Driving licencne  | Ability to travel around the county to attend site visits  | Desirable  |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Knowledge of Transport Planning  | A knowledge of the role of transport planning within Local Government | Desirable  |
| Legislation, policy, guidance  | Excellent understanding of relevant transport planning legislation, policy, and guidance documents | Desirable |
| Safe working  | Ability to work in a manner that adhere to all policies relating to safe working practices in all environments | Desirable |
| Local Government  | Awareness of local authority/council functions, policies and procedures | Desirable  |
| **Experience** |  |  |
| Previous experience  | Experience of working in a transport planning environment  | Desirable |
| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.  |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | N/A  |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | None |  |
|  |  |

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) |   | Hybrid  |  |  |  |

**Job description questionnaire**

**Job context**

This post will support the work of three teams that are all focussed on the delivery of transport infrastructure associated with housing and employment growth in Cambridgeshire. The graduate job role will provide support to senior officers across the three teams and allow the post holder to gain experience in order to progress to a more senior level.

**Organisation chart**

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

TRANSPORT ASSESSMENT MANAGER

PRINCIPLE TRANSPORT OFFICER

PRINCIPLE TRANSPORT OFFICER

PRINCIPLE TRANSPORT OFFICER

SENIOR TRANSPORT OFFICER

GRADUATE TRANSPORT OFFICER

**GRADUATE TRANSPORT**

**THIS POST**

**Communication and influencing**

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| **Contact** | **Nature of interpersonal skills used** |
| Internal | Meet with/communicate with internal teams to discuss issues and work together to find a solution that gives the best outcome in terms of the County Council’s obligations and responsibilities. |
|  | Manage the expectations of other teams/individuals but in turn being mindful and respectful of their position and point of view. |
|  | Clear concise and timely communication with teams and individuals to achieve positive outcomes |
| External | Provide clear concise and evidence based advice to key stakeholders such as members, planning authorities and the public. |
|  | Treat external stakeholders with respect and in due consideration providing appropriate responses to any queries and communications irrespective of whether they are positive or otherwise. |
|  | Seek to influence and guide decisions made by the local planning authorities and other key stakeholders to achieve positive outcomes for the County Council. |

**Supervision and work planning**

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc.)?

The ability to manage workloads is key to this position. The amount of forward planning will vary between daily management of responses to e-mails, deadlines of 2-3 weeks as set by planning authorities, and the forward planning of studies/policy development which will last several months.

What level of supervision is this post subject to?

This post will be initially subject to a high level of supervision (at grade 5) However as the post holder progresses they will be very quickly expected to undertake their daily work with minimal supervision and only require supervision on an occasional basis i.e. weekly or bi-weekly catch ups.

What type of priorities is the post holder able to set themselves?

The post holder will be expected set their own work priorities from the outset with their immediate supervisor advising of any changes in priority as necessary. Once they attain the highest grade level they will be expected be able to prioritise all of their work with little/no input from their supervisor.

What kind of systems, procedures or ‘rules’ are set around the job?

The only specific ‘rules’ for the job would be those associated with the County Council’s obligations to adhere to Code of Conduct, Health and Safety, Equality and Diversity, Freedom of Information etc.

There are national policy documents which will govern the working practices associated with the post such as the National Planning Policy Framework, WebTAG and Design Manual for Roads and Bridges; and Local and procedures that are set by the County Council’s individual teams, i.e. Transport Assessment Requirements (TA Team) and Estate Road Construction Specification) Development Management Team.

**Problems encountered**

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

1. A consultant is asserting that a large scale (500 + dwellings) development will not have a severe impact on the local highway network, they are not proposing any transport interventions)

The post holder would be expected to critique their transport work in accordance with current guidelines and processes. They will need to make a compelling case to the planning authority (and possibly planning inspector) using quantitative analysis and guidance/standards that the development will require infrastructure improvements/ financial contributions to mitigate the impact.

1. There have been delays in the study on which the post holder is leading and deadlines are in danger of being exceeded

The post holder would be expected to seek to find a way of increasing resource and/or accelerating the remaining work streams to achieve the deadline. If this proves to be challenging then they would need to approach the study sponsor to advise of the potential slippage and seek their agreement to a potential deadline revision (if appropriate).

The post holder would be expected to escalate any problems to senior levels where there is any risk of any financial loss/penalty to the County Council or when their limit in experience does not allow them to find a solution in a timely manner.

**Decision making**

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| --- | --- |
| Does the post holder makes a decision based on | a set process to resolve the problem - yes |
| a solution based on their past experience - yes |
| seek more information to determine the extent of the problem - yes |
| use creative thinking to develop new concepts - yes |

Please give an example to illustrate the approach to decision making specified above.

A highway scheme is required to manage traffic speeds through a village. The proposed scheme must be subject to a ‘Road Safety Audit’ This is a process defined under IHT (Institute of Highways and Transportation) and must be completed to allow the scheme to proceed.

The audit identifies a series of ‘Problems’ these might be resolved by using past experience (similar previous schemes). Certain problems may be due to perceived constraints, a common one being highway boundaries and thus further information would be sought to establish the extent of available land. Should further land not be available then an innovative or ‘bespoke’ solution will need to be offered to allow the scheme to proceed.

**Freedom to act**

Please give two examples of areas that the post holder has discretion over.

The post holder will make decisions on the highways/transport implications of development proposals submitted as formal planning applications or pre-application proposals.

The post holder will make decisions relating to new transport policies and the outcomes of transport studies which will then be used for future scheme programming.

Statistical Information

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| * Proving a Transport response to planning applications within the statutory 2 or 3 week response performance indicator as set by the relevant Local Planning Authority.
* Provide a transport response to pre-application enquiries in accordance with the requisite period as defined by any Planning Performance Agreement.
* A case load of 5-10 planning application each week. Thsese will vary in size from applications for single dwellings to new residential commnunites and employment led research parks
* Potential within the role to secure signification funding (£1M +) for transport infrastructure funding
* Potential within the role to be involved in studies / project that result in the delivery of major transport infrastructure (value £5M+)
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**Physical effort and/or strain**

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

N/A

**Working environment**

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

May be occasional site visits and off-site meetings although these are expected to be infrequent (1-2 per month)

**APPENDIX 1 PROGRESSION PATHWAY**

**Progression and Career Pathways**

The range of this post is grade 5 to SO1 – This is to support the employee’s growth from a junior planner dealing with smaller development cases and being supported whilst developing transport strategies to a senior planner dealing with much larger cases and working with a large amount of independence and little direct support. It also develops a career pathway through the organisation, for somebody starting at a more junior role and if they add value and demonstrate gaining the correct skills and knowledge they can progress through the organisation.

The grading of the employee will be reviewed on annual basis as part of the Rewards Conversation. Progression is within the current job role grades will be based around the employees development of skills and gaining of experience. It will not be possible for an employee to progress through the pay scales at any other point. Progression within grade as the employee develops skills and experience and becomes more autonomous – informed through PADP process and Rewards Conversation.

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| **SO2** | To progress beyond SO2 **(NOTE THE CURRENT POST IS ONLY UP TO SO1 GRADE)*** To negotiate and liaise with developers and their agents to secure the satisfactory design of developments having regard to current policies and standards for layout, construction, and car parking
* To provide professional advice, guidance notes, and associated documents and reports to developers, agents / consultants and solicitors, partners, members of the public and elected Members to satisfy their needs, safeguard their interests and which meets the current relevant standards
* Support in building, developing, and maintaining partnerships relating to priority areas of transport, infrastructure and economy, and scope opportunities for external funding to deliver our priorities.
* Key areas that are included in the below the officer will be expected to take more of a lead role in these with the amount of supporting provided from other officers become less.
* Demonstrate active role in mentoring staff
* Assist a principal officer or attend planning appeals to gain knowledge and understanding of how they work
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| **SO1** | **To progress from SO1 to SO2 (SO2 would mean moving into Senior Officer role) (NOTE THE CURRENT POST IS ONLY UP TO SO1 GRADE)*** Demonstrate a sustained record within the post of securing planning mitigation packages in excess of £500,000
* Demonstrate a record within the post of leading on multiple cases that are larger than 500 dwellings.
* Attain Chartered Membership to a Professional Body and demonstrate commitment to ongoing development
* Demonstrate the skills and aptitude and track record of leading the larger, more complex developments, including committee representation, and working with members.
* Support the development of appropriate transport and infrastructure policies and strategies for Cambridgeshire, as well as developing integrated transport and infrastructure projects to support delivery of key corporate priorities.
* Work with other organisations and the private sector to develop and meet agreed transport and infrastructure objectives. Support local partners on developing a more integrated approach between planning and transport with local authorities, including working with Lead Officer as key contacts for a specific area. Liaise closely with colleagues in the service, and more widely within the authority to ensure effective co-ordination and a “one organisation” response to important issues.
* Support project management / co-ordination across the Transport and Infrastructure Policy and Funding service’s key projects and priority work areas related to transport, infrastructure and economic growth. This includes monitoring and reporting progress, managing risks and claims process, and monitoring income to ensure compliance with funders and council’s procedures and requirements.
* Support work on identifying priority projects, schemes and measures for key locations across Cambridgeshire, and support the development of a policy approach for securing funding (S106/ CIL and more innovative forms of funding) to help deliver priority transport and infrastructure scheme.
* Support work on bid development for transport and infrastructure projects and support the development of an overarching programme for funding key projects.
* Support project and scheme development work including inputting to development of business cases and bids to maximise leverage from external funding sources to deliver key priorities and develop and maintain related partner arrangements.
* Work across services and partners to support development of bids and coordinate bid process and help set up processes to ensure effective and successful bids/ projects which comply with contractual and corporate objectives.
* Support with monitoring budgets, identifying issues when they arise and consulting with colleagues/ partners on issues/ best way forward.
* Support the development and implementation of risk monitoring and management processes in accordance with corporate guidelines. Report on risks and monitor progress in accordance with guidelines
* Support in providing policy input to plans and programmes to support the development and implementation of strategic transport & infrastructure objectives, and this includes work on co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure
* Provide support for the development and assessment of major transport infrastructure projects to support delivery of key corporate priorities.
* To advise the Local Planning Authority of the highway and road safety implications of planning applications within monitored timescales
* Demonstrate comprehensive understanding of Local Government planning structure, decision making processes and legislative framework
* Review and sign off legal agreements
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| **Grade 6** | **To progress from 6 to SO1*** Demonstrate a record within the post of securing planning mitigation packages in excess of £100,000
* Demonstrate a record within the post of leading on cases that are larger than 300 dwellings.
* Attain membership to a Professional Body and demonstrate commitment to ongoing development
* Demonstrate the skills and aptitude and track record of leading rather than supporting cases, with member engagement
* Demonstrate comprehensive understanding of Local Government planning structure, decision making processes and legislative framework.
* Liaise with officers in other departments to ensure that design, technical appraisal and safety audits standards and specifications are complied with
* Demonstrate and understanding of travel plans
* Attend planning committees to gain knowledge on how they work.
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| **Grade 5** | **To Progress from 5 to 6*** Demonstrate a record within the post of successfully securing transport mitigation packages through the planning process
* Demonstrate ability to work autonomously on the technical review of planning applications.
* Demonstrate a record within the post of leading on cases that are larger than 100 dwellings
* Demonstrate independence in managing own case load
* To monitor planning permissions to ensure that highway requirements have been incorporated
* To assist in the research, collation, analysis and presentation of information relating to the highway network, specifically to research and process Regulation Orders for development related to the stopping up of highways; and representing the team at meetings, working groups and Magistrate’s Court as may be directed.
* To evaluate the impact of minor development proposals on the highway network, formulate a response and recommend mitigating planning conditions as necessary.
* Assist in the team’s efforts to build, develop and maintain partnerships relating to priority areas of transport, infrastructure and economy.
* To assist in the provision of highways development advice on householder and other minor planning applications as directed
* Assist in various aspects of project management for the team relating to studies, scheme development, and bid development.
* Assist the team in providing policy input to plans and programmes to support the development and implementation of strategic transport & infrastructure objectives.
* This may include co-ordination, project management, community engagement, review and monitoring of programmes and projects related to transport and infrastructure
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