

JOB DESCRIPTION

DIRECTORATE: Environment Services

SERVICE: Transportation

POST DETAILS:

Job Title:	Principal Transport Planner
Grade:	PO2
Location of Work:	Palmyra House
Directly Responsible To:	Transport Planning Manager
Directly Responsible For:	Graduate Transport Assistant
Hours of Duty	37
Post Reference No:	409721

PRIMARY PURPOSE AND SCOPE OF THE JOB:

To assist in the production of the Local Transport Plan and associated reports and to develop, review and implement strategies for cycling, walking, public transport, freight and the car. To support the delivery of the Council's Transportation Framework .To manage the collection and analysis of transport data and monitor the performance of the Local Transport Plan.

KEY TASKS AND ACCOUNTABILITIES:

1. Assist in the development and production of the Borough's Local Transport Plan and associated Delivery and Progress Reports and prepare and monitor information highlighting the performance of the Plan.
2. Assist in the management, development and implementation of transport strategies for all modes, including public transport, cycling, walking, freight and the car.
3. Provide support to the Transport Planning Manager in communication, consultation and engagement with elected Members, Parish Councils, and external organisations to ensure that the Strategic Transport Plans and Strategies reflect the needs and expectations of the local community and stakeholders.
4. To gather and assess benchmarking information highlighting the performance of the Borough in delivering its Local Transport Plan and associated Strategies.

5. To develop and maintain an assessment framework to assess potential transport schemes and initiatives.
6. To evaluate the performance of transport schemes and initiatives following their implementation and to make any recommendations for changes to subsequent programmes.
7. To attend regular liaison meetings with departmental representatives to review and update the Local Transport Plan.
8. To manage the development of the Greenways and Accessibility Improvements programmes within the Local Transport Plan
9. To manage area transport studies undertaken on behalf of the Borough.
10. To consider representations made with regard to improvements to the transportation network, assist in the identification of the nature and extent of the problems and the need for action and to compare and evaluate alternative solutions and recommend the course of action to obtain best value.
11. To manage the development of both the Borough's SATURN Transport Model and microsimulation models developed to undertake detailed assessments of small areas and to undertake assessments using such models as required.
12. To manage the collection and collation of transport data, including traffic counts, journey time surveys, roadside interviews and monitoring of traffic congestion.
13. To analyse and interpret data and to use statistical packages, including spreadsheets and databases.
14. Prepare reports to Executive Board Members, Management Team and others as required.
15. To liaise on a regular basis with relevant officers, both internal and external, to facilitate development of the Local Transport Plan and to provide advice when required on the transport inputs to the Unitary Development Plan, Local Development Frameworks and Regional Planning Guidance.
16. To prepare reports of both a policy and technical nature, correspondence and other documents associated with the above.
17. To represent the Council and support elected Members at Sub-Regional, Regional and National Forums.
18. Notwithstanding the detail in this job description, the jobholder will undertake such other duties and responsibilities as may be determined by the Director from time to time, up to a level consistent with the principal duties and responsibilities of the job.

SPECIAL CONDITIONS

- 1 The postholder may be required to be in attendance outside normal working hours for the purpose of attending public meetings, consultations and exhibitions or in other special circumstances.

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description Prepared/Revised: _____

Prepared/Revised By: _____

Agreed Job Description Signed By Holder: _____
(To be signed only following appointment)