

## JOB DESCRIPTION

**DIRECTORATE:** Environment and Regeneration

**SERVICE:** Sustainable Transportation

### POST DETAILS:

**Job Title:** Transportation Assistant / Graduate Engineer

**Grade:** Scale 6 to SO 2

**Location of Work:** Warrington Town Centre

**Directly Responsible To:** Principal Transport Planner (Transport Planning Unit)

**Hours of Duty:** 37 hrs Flexitime

#### Primary Purpose and Scope of the Job:

- To assist with developing the Borough Council's transport strategy through joint working with all services of the Council, liaison with community groups, public consultation and awareness raising campaigns.
- To help assess the implications for the Borough of national and regional transportation strategies and related initiatives and to assist in monitoring local transport trends and public perception and behaviour.
- To liaise with the Regeneration and Development Service on the development of transport policies for the Local Development Framework.
- The postholder will be encouraged to undertake such training and professional development as necessary to carry out the duties and responsibilities of the post.
- Subject to the agreement of the postholder and the Council, it will be possible for the postholder to gain experience working in other Units within the Sustainable Transportation and Highways Management Services.

### WORKING RELATIONSHIPS:

All staff within the Transport Planning Unit, Officers from other Units and Divisions of the Environment and Regeneration Directorate, other Departments of the Council and external organisations as appropriate.

## **KEY TASKS AND ACCOUNTABILITIES:**

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy and Social Inclusion Strategy.
2. Assist in the production of transportation strategies and implementation plans for all modes, including public transport, cycling, walking, freight and the car.
3. To liaise with transport operators and neighbouring Authorities, develop links with community organisations and to assist in the co-ordination of user groups for the various modes such as the local cycling and public transport forums.
4. To liaise with transport consultants employed by the Authority and assist in co-ordinating their activities as necessary.
5. To liaise and work jointly with the Environmental Protection Division on transport related initiatives, such as air quality monitoring and climate change.
6. To review the appropriateness and effectiveness of transport strategies, through public consultation, surveys and data analysis.
7. To provide transport information to other services of the Council, Members and the general public, as required.
8. Assist and liaise with the Planning and Regeneration Division on the transport input to the Local Development Framework and regional strategies, including commenting on proposals of adjacent Authorities.
9. To assist with the preparation of the Local Transport Plan submission, Progress Reports and other funding bids.
10. To assist with the national dissemination of Best Practice and other Benchmarking activities undertaken by the Transport Planning Unit.
11. 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.
12. To assess and comment upon the transportation impact of major land use and highway proposals.
13. To assist with transportation and traffic studies using transport modelling programs such as SATURN, Paramics, TRANSYT, spreadsheets and database packages, including TRICS.
14. To analyse and interpret data obtained from traffic surveys and to use statistical packages, including spreadsheets (MS Excel, etc). To commission and manage transport surveys, as required.
15. To prepare reports of both a policy and technical nature, correspondence and other documents associated with the above.
16. To undertake such training and professional development as necessary to carry out the above duties and responsibilities.
17. To carry out all duties with due regard to confidentiality and data protection regulations.
18. To undertake such additional duties as are reasonably commensurate with the level of this post.

**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)

**Date Job Description signed by Holder:** \_\_\_\_\_