

PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Principal Transport Planner	PO2	Environment Services	Transportation

NOTE TO MANAGER

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description, person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met.

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth	<ul style="list-style-type: none"> Experience of working with colleagues, public bodies, consultants, contractors, Members of the Council, voluntary groups and members of the public, to ensure the effective delivery of transport and highways schemes 	E A, I
	<ul style="list-style-type: none"> Experience in use of financial management systems and financial monitoring and reporting 	D A, I
	<ul style="list-style-type: none"> Experience of project management and scheduling 	D A, I
	<ul style="list-style-type: none"> Experience of network models (SATURN), microsimulation models (VISSIM) and junction assessment programmes (LINSIG, ARCADY AND PICADY) 	D A, I
	<ul style="list-style-type: none"> Experience in analysing and commenting upon traffic impact assessments and traffic study reports submitted by consultants and other organisations 	D A, I
	<ul style="list-style-type: none"> Experience in the development of transport strategies and Local Transport Plans 	D A, I
	<ul style="list-style-type: none"> Experience in commissioning, managing and analysing transport surveys 	D A, I

<p>SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills</p>	<ul style="list-style-type: none"> • Excellent interpersonal, communication and presentation skills • An ability to produce reports for both technical and non-technical audiences • An ability to develop briefs for sustainable and other transportation improvement schemes • An ability to manage complex transport programme and scheme information • An ability to negotiate with outside bodies to the benefit of the Local Authority • Familiarity with standard office computer systems • An ability to develop transport initiatives, policies and strategies in relation to land use and transportation issues • An ability to develop, co-ordinate and manage a capital programme of highways, transport, maintenance and improvement schemes • An ability to organise own workload, and to project manage the work of other sections to meet tight deadlines • Pleasant demeanour and an ability to work with people from a wide range of backgrounds 	<p>E I, P</p> <p>E I</p> <p>D I</p> <p>D A, I, P</p> <p>E A, I</p> <p>E A, I</p> <p>E A, I</p> <p>E A, I</p> <p>E I</p> <p>E I</p>
<p>EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type e.g. vocational training, job-related</p>	<ul style="list-style-type: none"> • Degree or equivalent in a related discipline • Experience in a related field • Chartered membership of an appropriate professional institution 	<p>D A</p> <p>E A</p> <p>D A</p>
<p>OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job</p>	<ul style="list-style-type: none"> • Ability to work to tight deadlines, workload peaks and unsociable hours, as required • A flexible approach, utilising analytical and initiative skills 	<p>E A, I</p> <p>E I</p>

<p>COMMITMENT TO EQUAL OPPORTUNITIES Consider the level of understanding and knowledge required</p>	<ul style="list-style-type: none"> Support Warrington Borough Council commitment to equality and diversity 	<p>E I</p>
<p>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required</p>	<ul style="list-style-type: none"> A strong commitment to service delivery, public service, the Borough Council and Local Government 	<p>E I</p>

COMPLETED BY	DATE	APPROVED BY	DATE
Steve Hunter	2 October 2006		

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE