

<b>Title</b> <b>Transport Planning Project Manager</b>	<b>Department</b> <b>Place</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To develop, manage and monitor a range of significant transport projects covering both road and public transport initiatives.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To project manage and commission feasibility, advanced and detailed design of schemes</li> <li>2. To project manage / commission transport studies for corridors / town and district centres to develop schemes including suggestions from Members, residents and local stakeholders</li> <li>3. To support the Client project manager on major projects undertaken by delivery partners, such as Via EM or external consultants</li> <li>4. To support on any relevant 'significant' public transport-based projects, such as High Speed 2</li> <li>5. To maximise funding opportunities for road / rail investment in Nottinghamshire, including preparation and negotiation of bids</li> <li>6. To support the production of strategic and / or statutory transport documents, including Local Plans &amp; Local Transport Plans (LTPs)</li> <li>7. To represent the Council on national and regional transport groups providing and safeguarding the County's interests</li> <li>8. To participate in and represent the County Council at relevant consultation events and meetings.</li> <li>9. To assist with special projects across the Department as required</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To undertake detailed (monthly) financial monitoring of spend versus budget across projects being managed.</li> <li>2. To support colleagues delivering major and significant schemes for the Authority</li> <li>3. To ensure full integration of rail strategies and investment programmes with broader transport strategies and programmes</li> <li>4. To support colleagues by providing information required in the production of strategic documents</li> <li>5. To staff exhibitions as part of any transport study consultation process.</li> <li>6. To liaise with national (including Highways England, Network Rail), regional (including Local Enterprise Partnerships, Midlands Connect, Train Operating Companies) and local partnerships</li> <li>7. To support other members of the team, including the team manager as and when necessary, including production of presentation, deputising at meetings, staffing exhibitions, etc</li> </ol>	

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**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

***Education and Knowledge***

1. A Degree, chartered status or equivalent, preferably in a transportation or a planning field.
2. Knowledge of Local Government procedures.
3. Interest and knowledge of transportation and environmental issues.
4. Knowledge of national, regional and local sustainable transport strategies and policies and their integration with the planning process.
5. Knowledge of preliminary design and implementation of transport schemes.
6. Knowledge of transport funding sources.
7. Knowledge and understanding of traffic modelling systems and uses
8. Knowledge of project management techniques

***Experience***

1. Minimum 3 years' experience, post qualification or chartered status eligibility, in one or more fields of land-use, environmental or transport planning.
2. Experience of successfully participating in collaborative cross-service initiatives relating to transport.

***Personal skills and general competencies***

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, County Council members, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Ability to use computers effectively, including word processing, spreadsheets and data bases.
6. Effective oral and written communication skills.
7. Effective inter-personal negotiating skills.
8. Ability to work with minimum supervision.
9. Ability to work collaboratively with other colleagues and outside partners.
10. Ability to organise and forward plan to meet deadlines.
11. An understanding of and commitment to the County Council's Equal Opportunities Policy including knowledge of Equal Opportunities.

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<ul style="list-style-type: none"> <li>3. Broad experience of environmental and transportation policy.</li> <li>4. Experience of developing and controlling work programmes and budgets.</li> <li>5. Project management experience</li> <li>6. Experience of undertaking preliminary design and implementation of transport schemes</li> </ul>	<p>12. A recognition of the implications of disadvantage and how this might be redressed.</p>
<p><b><i>Role Dimensions</i></b></p> <ul style="list-style-type: none"> <li>1. Develop, commission and oversee delivery of the County Council's significant and large local transport capital schemes to accord with the objectives of the LTP.</li> <li>2. Maximise outputs within the programme to ensure most efficient use is made of available resources.</li> <li>3. Coordinate funding and prioritise to ensure delivery of agreed outcomes</li> <li>4. Secure maximum available external funding to support council's priorities and programmes.</li> <li>5. Undertake and project manage all aspects of transport studies/projects across the County area, including Member involvement</li> <li>6. Financial responsibility and coordination of a range of schemes across different budget streams.</li> <li>7. Work with and report to Members and managers to agree both programme and scheme proposals.</li> <li>8. Consult widely to develop, review and ensure support for programmes and individual schemes.</li> <li>9. Develop relationships with internal and external partners and service providers which include industry organisations and bodies, Government, County, District and Parish Councils, Stakeholders and transport interest groups, including activities related to maximising external funding contributions.</li> <li>10. Deputise for managers as required at all levels, including County Council, Committee, Divisional Leadership Team meetings, cross service working groups, officer panels, management board, partnerships and media events/ interviews.</li> </ul>	

Date: November 2019

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## Transport Planning & Programme Development Team

