



<b>Title</b> Principal Officer Local Transport Plan & Travel Planning	<b>Department</b> Place	<b>Post Ref.</b>
<b>Job Purpose</b> To develop, commission, manage and monitor transport programmes of work. To undertake local transport studies with partners, stakeholders and the public across Nottinghamshire.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To develop and manage the annual programmes of highways/transport schemes (e.g. integrated transport measures and 'Travel Choice' programmes) to be approved by Committee.</li><li>2. As part of the development of programmes, to undertake necessary consultation and liaison with members, communities and stakeholders (including the project management, development and delivery of local transport studies).</li><li>3. To commission feasibility, advanced and detailed design of schemes and transport studies; and to act as the client project manager on schemes/studies undertaken by delivery partners.</li><li>4. To monitor and manage funding associated with highways programmes within the team (including Local Transport Plan and associated external funds) to ensure maximum spend is achieved as well as value for money in the actual delivered programmes.</li><li>5. To maximise funding opportunities for transport improvements and programmes in Nottinghamshire, including preparation and negotiation of bids; and helping secure external funding as opportunities arise, including developer contributions.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To monitor and adjust highway programmes to ensure delivery of the objectives and outcomes set out in the current transport and corporate strategy documents.</li><li>2. To undertake detailed (monthly) financial monitoring of spend versus budget across programmes and schemes managed.</li><li>3. To lead in the promotion and encouragement of walking, cycling and passenger transport as safe and sustainable modes of transport within the county, including the monitoring and auditing of transport infrastructure.</li><li>4. To staff exhibitions as part of any transport study/strategy consultation process; and to assist with exhibitions, events and the organisation of these delivered by the Service area.</li><li>5. To liaise with national, regional and local partnerships on transport strategy, policy, infrastructure improvements, travel planning and travel awareness activities.</li><li>6. To develop and provide promotional material and guidance for the public, businesses/organisations, developers and planning officers.</li></ol>	

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| <ul style="list-style-type: none"> <li>6. To support the development and production of strategic and/or statutory transport documents including Local Transport Plans (LTPs) and other transport strategies.</li> <li>7. To develop policies, standards, programmes and good practice across a broad range of highway topics.</li> <li>8. To advise and encourage businesses/organisations, staff and other major traffic generators to improve accessibility through the development of sustainable travel options and promotion of their travel choices within the context of travel plans.</li> <li>9. To participate in and represent the County Council at relevant consultation events and meetings.</li> <li>10. To assist with special / major projects across the Department as required.</li> </ul> | <ul style="list-style-type: none"> <li>7. To ensure full integration of transport strategies and investment programmes within broader internal and external strategies and programmes.</li> <li>8. To support other members of the team, including the team leader as and when necessary, including production of presentations, deputising at meetings, staffing exhibitions, etc.</li> </ul> |
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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 experience, preferably in a transportation or a planning field.
- 2. Knowledge of Local Government procedures.
- 3. Interest and knowledge of transport and environmental issues.
- 4. Understanding of relevant highways, transport, planning and environmental legislation.
- 5. Knowledge of national, regional and local transport strategies and policies and their integration with broader strategies and policies (e.g. economic, health, etc.) and the planning process.

***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.

Tier 7 – Experienced / Professional Staff

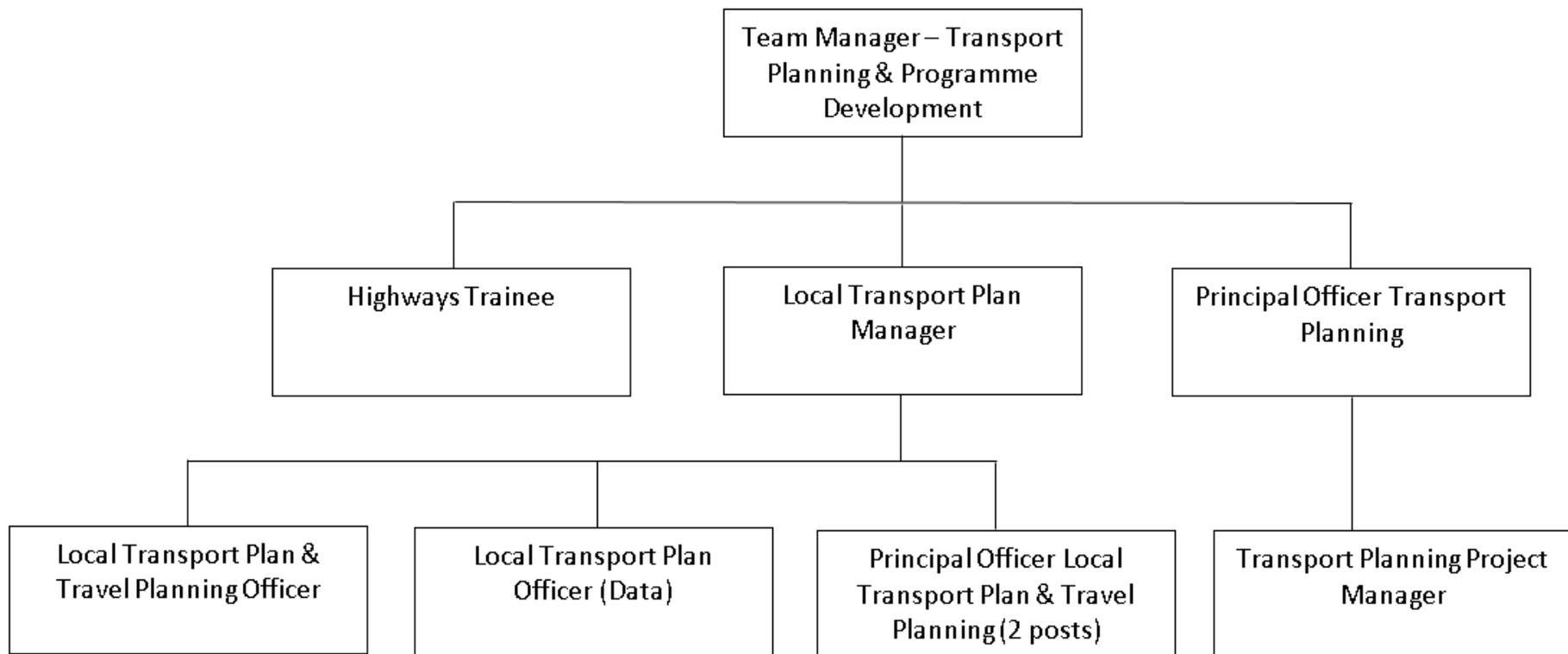
<p>6. Practical understanding of the implications of climate change and the principles of sustainable development and how they can be achieved.</p> <p>7. Knowledge of transport funding sources.</p>	<p>5. Ability to use computers effectively, including word processing, spreadsheets and data bases.</p> <p>6. Effective oral and written communication skills.</p>
<p><b>Experience</b></p> <p>1. Minimum 3 years' experience, post qualification or chartered status eligibility, in one or more fields of land-use, environmental or transport planning.</p> <p>2. Experience of successfully participating in collaborative cross-service initiatives relating to transport.</p> <p>3. Broad experience of environmental and transportation policy, including the development of strategy and/or policy.</p> <p>4. Experience of preliminary design and implementation of transport programmes/schemes.</p> <p>5. Experience in developing, commissioning, monitoring and managing/controlling work programmes and budgets.</p>	<p>7. Effective inter-personal negotiating skills.</p> <p>8. Ability to work with minimum supervision.</p> <p>9. Ability to work collaboratively with other colleagues and outside partners.</p> <p>10. Ability to organise and forward plan to meet deadlines.</p> <p>11. An understanding of and commitment to the County Council's Equal Opportunities Policy including knowledge of Equal Opportunities.</p> <p>12. A recognition of the implications of disadvantage and how this might be redressed.</p>
<p><b>Role Dimensions</b></p> <p>1. Manage the development and commissioning of the County Council's local transport capital programmes, with a total value of between £5m - £10m per annum.</p> <p>2. Coordinate and prioritise different blocks of funding to ensure delivery of agreed transport and other corporate objectives.</p> <p>3. Maximise outputs within the highways programmes to ensure most efficient use is made of available resources.</p> <p>4. Develop policies, standards, programmes and good practice across a broad range of highway topics especially in relation to guidance for the benefit and safety of all road users.</p> <p>5. Secure maximum available external funding to support council's priorities and programmes.</p> <p>6. Undertake and project manage all aspects of local transport studies across the county area, including Member involvement</p>	

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7. Financial responsibility and coordination of a range of programmes across a number of budget streams (including capital programmes such as the LTP - integrated transport measures; and revenue programmes such as the 'Travel Choice' programme).
8. Work with and report to Committees, County Council members and managers to agree both programme and scheme proposals.
9. Consult widely to develop, review and ensure support for strategies, objectives, targets, programmes and individual schemes.
10. 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.

Date: September 2019

### Transport Planning & Programme Development Team



Tier 7 – Experienced / Professional Staff