

# LONDON BOROUGH OF HACKNEY

## Job Description

<b>POST TITLE:</b>	Senior Transport Planner
<b>DIRECTORATE:</b>	Neighbourhoods and Regeneration
<b>SERVICE:</b>	Streetscene
<b>GRADE:</b>	PO3/4
<b>LOCATION:</b>	London Borough of Hackney
<b>RESPONSIBLE FOR:</b>	Supervision of up to 3 staff
<b>RESPONSIBLE TO:</b>	Principal Transport Planner

---

### **Purpose of the job – Duties relating to grade PO3**

- To assist in managing and progressing Transportation Planning matters within an area based or function based team including lead responsibility within the specialist area for progressing schemes in accordance with the programme agreed with the Principal Engineer.
- To achieve timely, effective traffic engineering outcomes which uphold the Council's Core Values and meet the challenges of Best Value and Comprehensive Performance Assessment.
- To deputise for the Principal Transport Planner as required on a limited basis.
- To ensure statutory and legal obligations are delivered and communicated in a customer focussed manner, optimising available resources.
- To represent the Council, in conjunction with colleagues, as an expert spokesperson on issues related to the functional area.
- To be a lead officer for the Authority in their particular area of specialism.
- To take responsibility for the supervision of staff and contribute towards staff training, development and performance. To continually review professional standards to ensure effectiveness and external recognition and accreditation of the Unit

### **Council Specific Accountabilities**

## **Management of People/Leadership**

- To be responsible for the supervision of staff, and contribute towards staff training and development.
- To contribute to the efficient and effective performance management of the team, in developing, prioritising and reviewing its activities. Also establishing work programmes and targets, ensuring their achievement.

## **Strategic Thinking and Planning**

- To take responsibility for ensuring that advice given and recommendations made by team members have full and proper regard for the Council's policies, standards and relevant Government legislation and guidance.
- To contribute proactively towards the development of policies, programmes and systems to address the changing demand on the Service and in accord with Best Value.

## **Managing Services and Delivery**

- To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, incorporating the principles of valuing diversity.
- To contribute significantly to the service delivered, developing and implementing customer-focussed standards in a regulatory environment, meeting laid down performance indicators.
- To inform, advise and respond to residents and customers as individuals as well as through representation at Committees and other public forums.
- To take a lead role where required in a range of transportation planning work, ensuring it is effectively and efficiently carried out.

## **Communication**

- To liaise with other parties to ensure that appropriate information is available and taken into account in order to discharge duties effectively.
- To act as a senior expert spokesperson on issues related to development control, representing the team as required and ensuring that communications with colleagues, Council Members, the public and others are dealt with to an exceptional standard.

## **Partnership Working/Personal Effectiveness**

- To liaise with interested parties e.g. stakeholders, developers, in order to secure resolution of potential conflicts and high quality, innovative outcomes that reflect Service objectives.
- To take a proactive role in ensuring that links with the community and other service users are developed in a responsible and inclusive manner, ensuring particular attention to the needs of disadvantaged groups.

### **Managing Projects and Resources**

- To take the lead for specific projects within the team working to agreed deadlines with identifiable outcomes.
- To contribute towards the identification of IT needs to ensure the service area maximises the use of available resources.

### **Service Specific Accountabilities**

- To be responsible, in conjunction with the Principal Transport Planner, for ensuring that the work of the team is customer focussed and achieves appropriate changes and improvements within the context of CPA and Best Value reviews.
- To be responsible for the management of a full range of transportation planning work and ensure that it is completed in line with Council's policies and objectives.
- To be accountable to the Principal Transport Planner for achieving agreed service outcomes and personal appraisal targets, and in addition to the specific duties in this job profile, to also undertake specialist diverse projects of a Corporate nature and the lead on the implementation of innovative solutions.
- To contribute significantly to diverse projects from conception, through to implementation, monitoring and evaluation when required.
- To be responsible for preparing and presenting high level complex reports on behalf of the Council on issues relevant to the Service area.
- To carry out duties in accordance with the Council's equalities policies related to both staff management and service delivery.
- To be responsible for reviewing quality of service, taking statutory, legal, procedural and policy issues into account, for the achievement of the Unit's objectives.
- To be proactive, in conjunction with colleagues, in initiating strategic policy initiatives in order to meet the continuing changing demands of the service.
- To be responsible for managing special research and/or corporate initiatives undertaken by the team.

Progression between P03 and P04 will be dependent on demonstrating the ability to achieve the Performance Targets set out for the function area to which the post holder has responsibility. This will be measured by performance appraisal and performance agreements. The management of performance is the result of structured discussions and decisions made with the Team Leader through the annual appraisal process and supervision sessions.

***NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.***

#### **Purpose of the job – Duties relating to grade PO4**

- To be responsible for managing and progressing Transportation Planning matters within an area based or function based team including lead responsibility within the specialist area for progressing schemes in accordance with the programme agreed with the Principal Transport Planner.
- To deputise for the Principal Transport Planner as required.
- To represent the Council as an expert spokesperson on issues related to the functional area.
- To be the lead officer for the Authority on all Transportation Planning matters.
- To take responsibility for the direct management of staff and contribute towards staff training, development and performance. To continually review professional standards to ensure effectiveness and external recognition and accreditation of the Unit
- To take the strategic lead for specific projects within the team working to agreed deadlines with identifiable outcomes.
- To be responsible for ensuring that the work of the team is customer focussed and achieves appropriate changes and improvements within the context of CPA and Best Value reviews.
- To be responsible for managing diverse projects from conception, through to implementation, monitoring and evaluation when required.
- To be responsible for initiating strategic policy initiatives in order to meet the continuing changing demands of the service.

## LONDON BOROUGH OF HACKNEY

### Person Specification

#### **Skills and Abilities**

##### **Management of People/Leadership**

- Ability to supervise staff and provide leadership and direction to individuals, so as to gain commitment and ownership.

##### **Communication**

- Ability to produce and present clear, concise and effective reports, both written and verbal.
- Ability to communicate effectively with service users e.g. negotiations, presenting evidence or advice in a public forum within Hackney's diverse community.

##### **Managing Projects and Resources**

- Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines.
- Ability to successfully organise and prioritise the workload of team members.
- Ability to use new technology to assist in improving service delivery and personal performance.

#### **Knowledge**

##### **Managing Services and Delivery**

- Extensive knowledge of up to date issues regarding the legislative, policy and procedural frameworks within which the Transportation Service operates.
- Able to understand technical issues relevant to complex transportation planning projects.

##### **Management of People/Leadership**

- An understanding of performance management techniques.

#### **Work Related Experience**

- Ability of working at a senior level within Transportation Planning.
- Experience of providing services to customers and being accountable for these services.
- Experience of developing and/or implementing service improvements projects including understanding of Best Value and other quality assurance systems.
- Experience of ensuring the delivery of Transport Planning projects within agreed timescales and with quality outcomes.

### **Circumstances**

- Able and willing to attend meetings or undertake work outside normal working hours.

### **Desirable**

- A qualification in Transportation Planning and membership of, or eligibility for membership of, a relevant professional body.

***NB: All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.***