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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Post title:** | Transport Planning Officer (Transport Projects) |
| **Grade:** | J |
| **Responsible to:** | Team Leader Transport Planning |
| **Staff managed:** | None |
| **Date of issue:** | February 2017 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Transport Planning team is part of the Network Strategy Group that sits within the Highways and Transportation Service Unit. The core functions of the Transport Planning team are:   * Transport strategy and policy development and dissemination * Scheme identification, prioritisation and strategic budget allocation and management * Service planning and strategic performance management. * Providing transport planning support to the York, North Yorkshire and East Riding Local Enterprise Partnership * Providing a lead role on strategic transport |

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| **Structure** |

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| Job Description | |
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| Job purpose | To provide transport planning functions for the Highways and Transportation service unit including:-   * Providing transport planning support to the York, North Yorkshire and East Riding (YNY&ER) Local Enterprise Partnership (LEP). * Identification and preparation of major transport schemes for NYCC * Management of the County Council list of major transport schemes. * Provision of advice on major transport projects to Local Planning Authorities. * Identification of funding opportunities and preparation of funding bids. |
| Operational management | * Work with the Senior Transport Planning Officer (Transport Projects) to:   + Provide transport planning support to the York, North Yorkshire and East Riding Local Enterprise Partnership.   + Identify and developing major transport schemes and initiatives for NYCC.   + Preparing funding bids for NYCC major transport scheme including through the LEP.   + Commission and manage consultants for the advanced preparation and justification of major transport schemes and initiatives   + Commission and manage consultants to develop and use traffic and transport models. |
| Communications | * Preparation of reports and briefings * Preparing presentations to officers and Members * Contributing towards the YNY&ER Strategic Economic Plan * Dealing with correspondence relevant to the duties of the post |
| Resource Management | * Delivering studies and projects within set budgets |
| Partnership / corporate working | * Working with district councils on the identification and development of major transport schemes and initiatives. * Working with the YNY&ER LEP on the development and implementation of transport related strategies and scheme |
| Systems and Information | * Use of MapInfo and other GIS systems * Preparation of bids for funding. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of current guidance and legislation with respect to transport and other related issues e.g. planning and economic development * Knowledge of the Department for Transport Major Schemes Business Case (MSBC) process. | * Degree in Technical or Business Discipline, or demonstration of Graduate capability. |
| Experience   * Experience of developing Department for Transport major Schemes Business cases * Experience in liaising with colleagues, management and the public * Experience of working with multi-agency groups * Involvement in the development of major projects in the public and / or private sectors. * Proven track record in delivering projects to tight timescales. | * Working in or with local transport authorities * Experience of working closely with National and Sub National statutory bodies (e.g. Highways England, Network Rail, Natural England |
| Occupational Skills   * Ability to make independent decisions which influence a range of actions, projects and/or people. * Uses a range of techniques to successfully persuade, influence and/or negotiate with others (including senior officers and elected Members) in a range of situations. * Communicates effectively in writing to produce documents in a range of formats and styles to suit a range of audiences. * High level of computer literacy including MS Office and ability to quickly learn the use of other software. * Able to quickly analyse complex problems and identify a range of potential solutions. |  |
| Other Requirements   * Ability to travel independently to meetings and site visits in all part of North Yorkshire and other areas. |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.