

Role profile

Job Title:	Transport Planner (Data/Strategy)	Grade:	8
Department:	Transport Planning Service	Post no.:	37524
Directorate:	Housing & Environment	Location:	Perceval House

Role reports to:	Principal Transport Planner
Direct reports:	None
Indirect reports:	Colleagues or consultants as part of temporary project teams

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the Council and the requirements of the job.

Job description

Purpose of role

- To research and collect data on transport projects and key performance indicators for monitoring and evaluation of strategies.
- To provide input into strategies including written, statistical and mapping formats.
- To contribute to the general project delivery of the Transport Planning Service for Ealing Council.

Key accountabilities

Change Orientation

- Assist in providing professional advice on transport services within the department and Council and for the elected members, including the impact of legislative or organisational change.
- To assist in the development of standards and good practice, plus developing related documents.

Results Focus

- To contribute to the preparation of transport strategies and plans.
- To assist in seeking solutions to transport issues acceptable to the Council and key stakeholders.
- To contribute towards the achievement and maintenance of professional and technical standards within the team, including ensuring an up-to-date knowledge of relevant legislation, regulations, guidance, standards and techniques.
- To assist in the commissioning and monitoring of consultants for a range of transport related projects.
- To proactively collect data to effectively monitor the outcomes of and evaluate the success of projects.
- To research, develop and present to the team innovative ideas to enhance the quality and range of allocated work.

Working in Teams

- To work under own initiative on projects to support the work of multi-functional teams in the Council.
- To work collaboratively within the Transport Planning Service, other Council teams and external organisations.
- To ensure that the duties of the post are undertaken with due regards to the Council's Health and Safety policy and Equalities and Diversity Policy.

Communication and Customer Focus

- To contribute to technical and other reports and provide information on own work areas for reports, letters, etc.
- Attendance and contribution to meetings (including technical input).
- To respond to public enquiries including by telephone, email and in writing.
- To support public consultation on technical matters and apply customer care practices.

Job Expertise

- Undertake analysis, commission surveys and interpret data using computer software as appropriate.
- Undertake feasibility studies for schemes and projects and to make observations on site.
- Knowledge of legislation and technical matter relevant to work areas.
- Management of small to medium scale projects.
- Monitor the work of consultants.

Managing Self

- To manage a competing and varied planning workload, meeting agreed targets and deadlines on a regular basis, taking a supporting role in large projects.
- To develop self and receive training in the use of techniques, equipment and systems to support transport work.

Key performance indicators

- Successful achievement of short-medium term plans
- Appraisal objectives

Key relationships (internal and external)

- Service Head / Team Manager
- Colleagues
- Members
- Strategic Partners
- Suppliers
- Voluntary / Community Groups
- Residents

Authority level

People

- Attends meetings and Committees as required.

Policy

- Input to Service Plan for section and input to regional and other strategies.

Budget

- Sign-off level of authority.

Person specification

Community and partnership working are essential for all roles, as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Candidates are required to address all criteria within the person specification and provide examples demonstrating how they meet each requirement

Essential knowledge, skills and abilities

1. Ability to contribute to the development, of strategies at a local level.
2. Knowledge and application of the role of transport projects in the community, including road safety, sustainable travel and physical activity.
3. Excellent ICT skills to retrieve data, monitor and evaluate business and individual performance and understanding of any application specific to the area, e.g., Word, Excel, GIS.
4. Good communication skills – especially verbally and in writing. Able to present information clearly, concisely and persuasively.
5. Some knowledge of the current transport system, environmental issues, democratic processes and policy affecting land use and transport provision in London.
6. Numeration skills to accurately record, analyse and manipulate important data, such as road casualty statistics.
7. Ability to prepare briefs and instructions for transport consultants/contractors to act on behalf of the Council.
8. Ability to manage small projects and budgets to tight deadlines effectively.
9. Ability to work in a fast-paced environment including the ability to multi-task and prioritise.

Essential qualification(s) and experience

1. Experience of developing and delivering transport projects.
2. Experience of liaising with external organisations and the public.
3. Experience of researching and assessing transport needs, delivery of plans and monitoring the effects of undertaking transport planning initiatives/studies.
4. Education to degree level in transport planning, civil engineering, transport operations or related discipline, or equivalent experience.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards