

Role profile

Job Title:	Travel Plan Monitoring Officer
Department:	Transport Planning Service
Directorate:	Housing & Environment

Grade:	8
Post no.:	68553
Location:	Perceval House

Role reports to:	Principal Transport Planner
Direct reports:	None
Indirect reports:	None

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 monitor Travel Plans for existing sites, and review Travel Plans for new sites, to ensure that all development supports Ealing's core objectives of tackling the climate crisis, creating good jobs, and fighting inequality.
- To engage with stakeholders to enable modal shift at new developments and reduce car reliance, supporting behaviour change initiatives and undertaking site visits.

Key accountabilities

- To monitor Travel Plans for existing sites, and review Travel Plans for new sites, to ensure that active and sustainable transport provision is delivered in line with our objectives.

- To work with developers and other stakeholders to enable modal shift at new developments, supporting behaviour change initiatives and undertaking site visits.
- To develop and maintain a working knowledge of all relevant statutory regulations, guidance and latest industry developments pertaining to transport development management and travel plans, and to provide advice to colleagues and developers in line with all statutory requirements.
- To respond to planning, transport and other relevant queries.
- To work effectively as part of the Council's Transport and Planning departments, delivering corporate objectives.
- To ensure comments are made in a timely manner and appropriate records are kept.
- To undertake other duties and responsibilities which may from time to time arise which are within the capabilities of the postholder and commensurate with the grade of the post.

Key performance indicators

- All Council Travel Plans monitored within agreed timescales, ensuring compliance through site visits and developer engagement.
- Compliance with all legislation, Codes of Practice and good practice guidance.
- Compliance with the Council's Corporate and Departmental Plans.

Key relationships (internal and external)

- Internal colleagues in Planning, Highways, Housing, Development, and/or Regeneration
- Transport for London
- Developers
- Councillors
- Members of the public (including residents' associations or similar)

Authority level

- As directed

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.

Essential knowledge, skills and abilities

1. Knowledge and understanding of current best practice in sustainable transport.
2. Knowledge and understanding of the Planning system, including national and regional government Planning Guidance, and UK and London transport strategy.
3. Knowledge of the Council's statutory duties when developing and designing transport projects.
4. Excellent written communication skills: able to summarise complex proposals and projects into non-technical language, and to develop and present clear, concise and accurate reports or briefings for senior decision makers.
5. Excellent oral communication skills: able to present information clearly, concisely and persuasively to a wide range of audiences.
6. Excellent ICT skills, with experience of using Microsoft Office applications (GIS experience desirable).
7. Ability to self-motivate and work independently to develop and deliver day-to-day work, including reports, briefings, transport advice, and site visits across the borough.
8. An open and approachable manner that allows the postholder to engage positively with colleagues, stakeholders and partners to drive the successful delivery of projects.
9. A calm and clear approach to dealing with contentious issues and conflict, to ensure reputation of the team and Council is maintained; the ability to persuade others of the merits of a particular proposal required to achieve the service's objectives.

Essential qualification(s) and experience

1. Education to degree level in transport planning, geography, sustainability, planning, or related discipline, or equivalent experience.
2. Experience of identifying, reviewing and responding to the transport impacts of new development, including Travel Plans, and successfully negotiating with developers to secure appropriate mitigation measures.
3. Experience of working closely with colleagues and multiple stakeholders across different disciplines to secure positive outcomes on projects.
4. Experience of handling data and use of key performance indicators (KPIs).

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• 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	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• 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	• 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	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards