

Role profile

Job Title:	Principal Transport Planner	Grade:	13 (Full time, permanent)
Department:	Active and Sustainable Travel	Post no.:	P031310
Directorate:	Housing and Environment	Location:	Hybrid – WFH/ Perceval House

Role reports to:	Head of Transport (Active and Sustainable Travel)
Direct reports:	Transport Planners (currently 3)
Indirect reports:	Supernumerary and consultants' staff subject to projects undertaken

Job description

Purpose of role

- To manage delivery of a range of key Transport projects and programmes for Ealing, promoting active and sustainable transport, accessibility, and road safety.
- The post holder will, working to a programme agreed with the Head of Transport, lead on developing and delivering strategic plans, projects and programmes, working in close collaboration with Highways, Parking, Regeneration and other teams.
- The post holder will deputise for the Head of Transport as required, including attending member briefings and scrutiny panels.
- They will also undertake other duties and responsibilities of a similar professional nature and at a similar level of responsibility to those described below, which may be allocated from time to time

Key accountabilities

Transport Policy, Strategy and Programmes

- Lead planning and delivery of transport projects and programmes, and review progress to ensure that the Transport Programme is achieving objectives and targets within budget.
- Lead and collaborate on short, medium and long-term transport plans and strategies to achieve Council Plan objectives, including the Ealing Transport Strategy and statutory Local Implementation Plan.

- Contribute to departmental and corporate priorities and initiatives and service reviews, to manage and co-ordinate transport projects as allocated.
- Lead or collaborate on work areas as agreed with the Head of Service, including:
 - managing Local Implementation Plan programmes
 - leading transport planning input into town centre partnerships, regeneration projects and air quality/climate change plans.
 - managing travel demand, mode shift (behavioural change) and associated initiatives
 - reviewing transport assessments and participation in negotiations related to transport schemes and development proposals.
- Ensure that the Transport team provides a high standard of professional advice on all transport services within the department and council and for the elected members, including the impact of legislative or organisational change.

Results Focus

- Monitor operating performance using performance indicators, in order to identify and advise management of trends, areas of success and areas in need of improvement and agree action plans.
- Responsible for the achievement and maintenance of high professional and technical standards within the team, including ensuring an up-to-date knowledge of relevant legislation, regulations, guidance, standards and techniques.
- Investigate and introduce better techniques, practices and standards; make use of office technology when required. Coach and communicate appropriate 'benchmark/best practices' for other staff.
- Investigate and evaluate new or additional sources of funding.
- To ensure all processes comply with the Council's Terms & Conditions of Service including Health & Safety, Diversity and Equality policies.

Working In Teams

- Collaborate on a strategic approach to engagement, consultation and co-ordination, externally and internally, to ensure the effective integration of the team with all other appropriate teams and bodies to meet Council objectives.
- Work with the Head of Service in the general management of all aspects of transport project work and management of the team, including in the overall planning, development and organisation of work to meet the objectives of the service.
- Work effectively with other Council teams, particularly Highways, Parking, Regeneration and Planning.
- Manage a team of direct reports, supporting objectives and personal development, undertaking management tasks (including recruitment of staff, staff appraisals, identifying training needs) and co-ordinating technical work of the team.

Communication

- Communicate effectively with a range of audiences including residents, Councillors, senior stakeholders and external bodies in an engaging and persuasive manner.
- Represent the Council at meetings with key stakeholders, external bodies, Councillors, residents, public hearings and inquiries, and other meetings etc. as appropriate.
- Prepare, and manage the preparation by other members of the team, correspondence, briefs and Committee, Cabinet and other reports, ensuring that these meet the quality standards required in terms of content and presentation.

Managing People and Business

1. Review contract arrangements and specifications; make recommendations with respect to the appointment of consultants; and manage allocated contracts.
 2. Work with the Head of Service to prepare capital and revenue expenditure estimates for the Team, and exercise careful financial control over those areas of expenditure and budgets for which he/she is responsible, ensuring compliance with the council's financial regulations and standing orders.
 3. Ensure that all contacts (input, feedback, complaints) are responded to and dealt with within defined standards and that satisfactory conclusions are reached.
 4. Ensure effective liaison with the wide range of agencies and organisations, including Transport for London, sub-regional partnerships and other Council services.
- Organise, undertake, analyse and report public consultation on transport proposals.

Key relationships (internal and external)

- Internal teams such as Highways, Parking, Regeneration and Planning
- Internal Services such as HR, Finance, Health and Safety, Procurement, Legal, Corporate Comms
- Corporate Leadership Team
- Members
- Strategic Partners, including Transport for London, Network Rail, Heathrow Airport
- Suppliers / Contractors
- Voluntary / Community Groups.

Authority level

People

- Chair team meetings, attend departmental meetings and high-level meetings with other internal and external teams
- Attend corporate board as required.
- Attend Cabinet/Committees as required.

Policy

- Input to Service Plan for Department/section.

- Input to the Ealing Transport Strategy and Local Implementation Plan.
- Input to the Local Plan, Climate strategy and other key Ealing policies.
- Input to regional and other strategies.

Budget

- Projects/Contract(s) budgets – subject to allocated projects at any one time from Council programme of about £2.5m.
 - Sign-off level of authority: as per Agresso delegated authority for project managers.

Person specification

Essential knowledge, skills and abilities

1. Ability to develop and lead transport projects, programmes, plans and strategies
2. Knowledge and application of the role of transport projects in the community, and emerging good practice in engagement with the public
3. Demonstrable effective use of a variety of ICT to produce reports and briefings, manage data and budgets, and monitor project progress and performance
4. Excellent written communication skills: able to summarise complex proposals and projects into non-technical language and draft clear, concise and accurate reports
5. Excellent oral communication skills: able to present information clearly, concisely and persuasively to a wide range of audiences, including formal Council meetings
6. Knowledge of current organisational frameworks, legislation, democratic processes and policy affecting land use and transport provision in London
7. Knowledge of techniques used to evaluate transport proposals and transport assessments, and ability to evaluate a range of transport proposals including planning applications
8. Ability to liaise with and negotiate with a wide variety of service providers, users and bodies in transport planning, and reconcile conflicting demands
9. Ability to manage programmes and budgets to tight deadlines effectively
10. Ability to procure, commission and direct consultants/contractors to act on behalf of the Council
11. Ability to represent the Council at public meetings and public inquiries
12. Ability to understand and implement the council's policies on equal opportunities and customer care

13. Ability to effectively manage, support and develop a team of staff.

Essential qualification(s) and experience

1. Experience of developing and delivering transport projects and plans
2. Experience of liaising with external organisations and consulting the public
3. Experience of assessing transport needs, leading on delivery of strategic plans, and monitoring the effects of undertaking transport planning initiatives/studies
4. Experience of managing staff and/or contractors
5. Experience of reviewing, developing or negotiating on transport assessments and/or travel plans to achieve the desired outcome(s)
6. Qualification in Transport Planning or related discipline to degree or Masters level, or equivalent experience
7. Qualification in project management (desirable)

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'll 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