

## Role profile

<b>Job Title:</b>	Transport Planner (Behaviour Change)	<b>Grade:</b>	8
<b>Department:</b>	Transport Planning Service	<b>Post no.:</b>	35709
<b>Directorate:</b>	Housing & Environment	<b>Location:</b>	Perceval House

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

## Job description

### Purpose of role

- To contribute to the delivery of a variety of projects which promote active & sustainable travel, accessibility and road safety, including stakeholder and public engagement.
- To contribute to the general policy and strategy development work of the Transport Planning Service.

### Key accountabilities

- To 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.
- To assist in a variety of activities to support the design and implementation of transport and road safety schemes, sustainable transport initiatives, events and promotional campaign work.
- To use negotiation skills in seeking solutions to transport issues acceptable to the Council and key stakeholders.
- To contribute towards 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.

- To assist with the commissioning and monitoring of consultants for a range of transport related projects.
- To proactively collect data, in order to effectively monitor the outcomes of and evaluate the success of projects.
- To assist with and build and maintain good working relationships with other Council teams and key stakeholders and to raise the profile of transport locally. To include working effectively internally within the Council, and externally in partnerships, to identify opportunities for joint initiatives and new sources of funding.
- 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 the multi-functional teams in Transport Planning Service/the Council.
- To work collaboratively within the Transport Planning Service plus with 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.
- To respond to public enquiries including by telephone, email and in writing.
- To support Council campaigns and public consultation on technical matters and apply customer care practices.

### *Job Expertise*

- Promotion of sustainable travel, physical activity and road safety, plus engagement in stakeholder management, including the organisation of events and campaigns.
- Supervision or monitoring of contractors using key performance indicators.
- Knowledge of legislation and technical matter relevant to work areas.
- Assessment of sites, locations and schemes and presentation of evidence supporting the options.
- Management of small to medium scale projects.

### *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
- Officers in Transport, Highways, Regeneration, Planning, Climate Action and Urban Design services
- Members
- External stakeholders e.g. TfL
- Suppliers and contractors
- Voluntary / Community Groups
- Residents

### **Authority level**

#### *People*

- Attends meeting as required.
- Attends Committees as required.

#### *Policy*

- Input to Service Plan for section.
- 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.

### Essential knowledge, skills and abilities

1. Ability to build and maintain good working relationships with colleagues, the public and key stakeholders.
2. Knowledge and application of the role of transport projects in the community.
3. Excellent ICT skills to communicate messages and information, retrieve data, monitor and evaluate business and individual performance and understanding of any application specific to the area e.g. Word, Excel and ideally webpages and social media.
4. A high standard of communication skills – especially verbal and writing skills. Able to present messages and information clearly, concisely and persuasively, particularly to external stakeholders.
5. Some knowledge of current transport systems, environmental issues, democratic processes and policy affecting land use and transport provision in the UK and London.
6. Able to supervise contracts to provide services on behalf of the Council using key performance indicators as necessary.
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. Education to degree level in transport planning, civil engineering, transport operations or related discipline or equivalent experience.
2. Experience of developing and delivering transport projects/campaigns.
3. Experience of liaising with external organisations and the public.
4. Experience of researching and assessing transport needs, delivery of plans and monitoring the effects of undertaking transport planning initiatives/studies.

## Values and behaviours

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