

Role profile

Job Title:	Senior Transport Planner - Cycle Infrastructure	Grade:	11-13
Department:	Highway Services	Post no.:	65301
Directorate:		Location:	Hybrid – Perceval House / WFH

Role reports to:	Team Manager – Transport and Parking
Direct reports:	
Indirect reports:	Highways Engineer, Traffic Order Maker

Job description

Purpose of role

- To undertake the successful development, implementation, and evaluation of the Council's highway cycle infrastructure programme.
- To advise on improving provision for cyclists in all highway improvement schemes and other changes to roads and paths in the borough
- To keep up to date with published guidance on facilities for cyclists, to create additional guidance where published guidance is inadequate, and to contribute to improvement of published cycle guidance.

Key accountabilities

- To project-manage the development of cycle infrastructure and cycle routes in the borough, ensuring that they are attractive to cyclists and comply with standards. This programme will involve multiple internal and external stakeholders. It is a key council programme commitment, so carries a high risk to the Council's (and Highway Services') reputation.
- To effectively manage own projects assigned by team manager including developing and implementing project plans, site visits, budgets, securing and managing any necessary resources and approvals, maintaining quality standards and keeping managers appropriately briefed.
- To work effectively as part of the Council's Parking, Highways and Transport department, delivering corporate objectives.

- To work with key internal and external stakeholders to maximise opportunities for cycle improvements, minimising any adverse effects on pedestrians or bus passengers.
- To have clear understanding of spatial dimensions required for cycle transport, so that cycle facilities improve cyclist comfort and safety.
- To manage statutory and non-statutory consultations on transport schemes, including production of consultation materials, reports/recommendations on the outcome, and liaison with Councillors and other stakeholders.
- To have clear understanding of the safety of cycling relative to other transport modes, and the most effective ways to improve it.
- To review design drawings produced by colleagues and recommend to team manager for approval.
- To assist in managing invoices and payments for projects and works, ensuring compliance with best practice and the council's own financial procedures and audit standards
- To maintain successful relationships with third party suppliers and external agencies to deliver effective services and projects.
- Ensure management are informed of possible and actual situations which may lead to media interest.
- When required, to assist in preparing and submitting funding bids or investment programmes to TfL or other funding agencies.
- To assist the team manager or head of service when required.
- 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.
- When required, to attend public meetings such as ward and council committee meetings and present on projects, schemes or issues of note.
- To assist colleagues with their own work and projects, when required, and provide support and mentoring on an ongoing basis
- Attend as required and represent the department at council committee meetings, public meetings, and with internal services and external bodies, presenting reports (technical or governance) and other advice.
- To develop and maintain in-depth knowledge of all relevant statutory regulations, guidance and latest industry developments in transport planning

and the provision for cyclists, sufficient to take responsibility for deviations from guidance when evidence justifies this.

Additional responsibilities – Grade 12

- To provide informal leadership within the team
- Investigate and evaluate new or additional sources of funding including sponsorship and prepare bids for funding from external bodies.
- To represent the Council as required on appropriate working groups and pan-London, and UK initiatives

Additional responsibilities – Grade 13

- To act as a recognised specialist within the postholder's fields of knowledge, providing advice and mentorship to colleagues across the team and service
- When required, to assist with performance management within the team.

Grade progression criteria

This post spans multiple grades. Entry to the post can be at any grade, and depends on a candidate's qualifications, experience, and performance within the recruitment & selection process.

Once in post, progression through the career grade will be subject to successful achievement of criteria agreed between the post-holder and line manager as part of the performance appraisal process. These criteria could include completion of qualifications or continuing professional development (CPD), obtaining professional memberships, or changes in the level of duties performed by the post-holder.

Progression will only take place at the discretion of the line manager and with the approval of the service head.

Key performance indicators

- Service and project specific metrics
- Delivery of the cycle infrastructure programme and associated initiatives within agreed timescales and budgets.
- Make evidence-based proposals for additional cycle schemes, and assign priority to each scheme or proposal.
- Timely and accurate response to cycling-related ideas and issues reported by councillors or residents

- Development and maintenance of good relationships with local cyclists' groups
- 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:

- Transport
- Parking
- Housing
- Parks
- Regeneration
- Portfolio Holders
- Service Directors
- Elected members

External:

- TfL and GLA
- London Councils
- Contractors, consultants and suppliers
- Canal and River Trust
- Ealing Cycling Campaign
- Members of the public (inc. residents associations or similar)

Authority level

- Management of projects and changes in designs and plans within parameters
- Responsible for following procedures and processes
- Responsible for the management of budgets as allocated, within schemes

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.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

NB: applicants to address the items highlighted with a ** in their application.

Essential knowledge, skills and abilities

1. Knowledge, experience and understanding of current cycling conditions in London – both in terms of infrastructure design and road conditions where there is no specific cycle provision. **
2. Excellent understanding of traffic law and the Highway Code as they relate to cyclists and to the behaviour of drivers in the presence of cyclists. **
3. In-depth knowledge of design principles for cycle facilities and roads and paths that are open to cyclists. **
4. Experience in supporting or managing highways, transport, or public realm improvements in an urban setting. **
5. Experience in successfully dealing with multiple stakeholders and project environments. **
6. Experience in developing reports and briefings for senior decision-makers or for meetings. **
7. Experience of handling data and use of key performance indicators (KPIs). **
8. Knowledge of Department for Transport and Transport for London design requirements and guidance, including TSRGD, Traffic Signs Manual and their use in a highway environment.
9. Knowledge of the Council's statutory duties when developing and designing transport projects.
10. Ability to manage project budgets successfully, with a strong working knowledge of practical risk, financial and performance management techniques.

11. Ability to work independently to develop and deliver day-to-day work programmes and projects. **
12. Ability to think creatively and develop new ideas to improve cycling conditions, and to support them with evidence. **
13. Excellent written and oral communication skills: an ability to summarise complex proposals into non-technical language and draft clear, concise and accurate reports. Able to present information clearly, concisely and persuasively to a wide range of audiences. **
14. Ability to prepare detailed funding applications to access funding from a variety of external sources. **
15. Excellent ICT skills, experience of using Microsoft Office applications. MS Project, CAD and GIS skills are desirable. **
16. Ability to cycle independently throughout the borough to carry out site visits.

Essential qualification(s) and experience

1. Degree level or equivalent in civil engineering, transport planning or related field, or equivalent experience. **
2. Project management 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