

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Principal TDP Officer
Grade	PS11	Reports to (role title)	Transport Development Planning Team Leader (West)
		Directorate	Community Protection, Transport and Environment
JE Band	439-518	Service	Environment Planning Group
		Team	Transport Development Planning
		Date Role Profile created	Dec-19

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To be a leading member of the team contributing to the sustainable development of the County through providing timely and appropriate transport impact and infrastructure advice to local planning authorities and associated stake holders in the East/West of the County. The post holder will ensure that developments comply with current policy and guidance, and contribute to the formulation of developing policy within the Local Plan frameworks of the constituent planning authorities.
Work Context	Transport Development Planning sits within the Planning Group. TDP is the Highway Authority in respect of applications for planning permission and has a statutory responsibility to respond to consultations from the Surrey Boroughs and Districts and the County Council. There is a high degree of responsibility, particularly in supporting the planning authorities, including providing professional transportation advice and member training, and ensuring that the process is undertaken in accordance with all statutory requirements.
Line management responsibility if applicable	Mentor, train, supervise and monitor junior TDP staff in order to ensure consistency is met in the advice given and to ensure that the County Council's corporate priorities are met.
Budget responsibility if applicable	To maximise income and developer funded schemes.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Relevant Degree or equivalent and membership of an appropriate professional body, or working towards membership/other qualification. Needs a full UK driving licence. Track record of mentoring and guiding junior staff.</p> <p>Needs to demonstrate sound understanding of relevant highway and planning technical matters. Able to communicate effectively and maintain good relationships with stake holders.</p> <p>Able to assist in team management</p> <p>Should be able to work under pressure and cope with challenge</p> <p>Drive, commitment and enthusiasm.</p>
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>