# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

|  |  |
| --- | --- |
| **Job Title:**  | Development Travel Plan Officer  |
| **Reports to:**  | Strategic Transport Development Officer |
| **Department:** | Economy, Environment and Culture |
| **Section** | City Transport - Transport Policy and Strategy  |

**Purpose of the Job**

To agree conditions/planning obligations that secure appropriate Travel Plans and related measures/incentives at development sites, to review and approve Travel Plans submitted to discharge those conditions/obligations, and subsequently agree revisions / monitor compliance, coordinating enforcement action in the event of non-compliance. To obtain and manage travel survey evidence to support assessments of future planning applications.

To work collaboratively and flexibly with a customer-focussed approach across internal service areas and with developers in order to promote an understanding of the Highway Authority requirements and to deliver a safe, accessible, sustainable and high-quality transport network for the city and other corporate priorities and objectives.

**Principal Accountabilities**

1. Assess major planning applications and other applications for education or health related development in respect to whether Travel Plans should be secured and with what minimum measures/incentives
2. Review and respond to consultations relating to discharging planning conditions/obligations that require Travel Plans to be submitted, determining appropriate targets in consultation with Transport Planning Officers.
3. Review and respond to submitted Travel Monitoring Reports and related requests to revise previously approved Plan requirements.
4. Liaise with Travel Plan Coordinators for each site to encourage compliance with approved Travel Plans and to provide other assistance as appropriate.
5. Develop and maintain a database of Travel Plan derived monitoring data, and the effectiveness of measures, to assist with wider development planning activities.
6. Effectively manage a caseload of applications/sites.
7. Maintain appropriate administrative systems and records for both general caseload management, individual cases and monitoring of related fees/finance.
8. Develop appropriate tools to expedite the assessment and approval of submitted Travel Plans, including guidance, checklists, template documents/surveys, and template conditions/obligations.
9. Coordinate planning and / or legal enforcement action by others to address non-compliance with approved Travel Plans.
10. Working proactively, flexibly and collaboratively with internal and external stakeholders using a customer-focused approach to help deliver sustainable development opportunities within the city in line with the objectives of the development plan and corporate objectives and priorities..
11. Respond to Travel Plan related queries from elected members, the public, occupants of new developments, public transport operators and others, having regard to political sensitives.
12. Provide occasional support to the Head of Transport Policy & Strategy in respect to Travel Plan issues raised through the City Transport Partnership.

 **General responsibilities**

* To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.
* To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.
* In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:
* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety.
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice.
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice.
* To ensure that safe premises, equipment and working environments are maintained.
* Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.
* You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.
* This job description sets out the duties of the post at the present time

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:**  | Development Travel Plan Officer |
| **Reports to:**  | Strategic Transport Development Officer |
| **Department:** | Economy, Environment & Culture |
| **Section** | City Transport /Transport Policy and Strategy  |

### Essential Criteria

|  |  |
| --- | --- |
| **Job Related Education, Qualifications and Knowledge** | * Level 4 qualification in transport planning or similar
* Knowledge of the Town & Country Planning Process (T&CP), particularly transport planning requirements and considerations
* Knowledge of common requirements for Travel Plans for different kinds of development and appropriate objectives, targets, measures/incentives for different circumstances,
 |
| **Experience**  | * Experience of assessing submitted Travel Plans against secured planning conditions/obligations and other standing guidance, and providing detailed written advice about acceptability and required changes.
* Experience of working within a Transport Planning service to provide advice to developers in line with Transport Policy aims.
* Proactively and effectively managing a caseload of Travel Plans to ensure that timely responses are provided to planning consultations.
* Experience of using the TRICS®, iTrace and other industry standard databases to manage Travel Plan monitoring data. Coordinating with Planning, Legal and S106 officers to secure effective enforcement for non-compliance with Travel Plans.
* Experience of working collaboratively with internal and external stakeholders, pro-actively engaging with others in order to establish and maintain strong working relationships.
 |
| **Skills**  | * Able to work effectively as part of team to develop robust Travel Plan recommendations and to secure effective enforcement on areas of non-compliance.
* Able to provide advise at the planning stage on appropriate mode shift targets that might be achievable subject to suitable Travel Plans
* Able to produce written technical guidance and process documents.
* Able to effectively plan and manage own time and workload to accommodate a large caseload.
* Able to deal effectively with complaints/concerns from contractors, members of the public and elected Members, having regard to political sensitives.
* Able to maintain and follow appropriate administrative and quality control systems.
* Able to generate statistical reports to evidence the effectiveness of Travel Plans at the programme level.
* Demonstrable ability to role model positive behaviour in line with the city council’s values.
 |
| **Equalities**  | * Able to demonstrate a commitment to the principles of Equalities and Diversity in the management of both services and staff and to be able to carry out duties in accordance with the Council’s Inclusive Council Policy.
 |
| **Other Requirements** | * Able and willing to work outside normal office hours as required e.g. to attend evening/ ‘out-of-hours’ meetings
* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices and instructions.
 |