

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Transport Development Planning Officer
Grade	PS9	Reports to (role title)	Transport Development Planning Team Leader
		Directorate	Highways Transport & Environment
JE Band	314-370	Service	Place Development Service Planning Group
		Team	Transport Development Planning
		Date Role Profile created	09.08.2017

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 supporting member of the team contributing to the sustainable development of the County through assisting in providing timely and appropriate transport impact and infrastructure advice to local planning authorities and associated stakeholders in the East/West of the County. The post holder will ensure that developments comply with current policy and guidance and contribute to the provision of the County's formal advice to the constituent planning authorities.
Work Context	Transport Development Planning is the Highway Authority in respect of applications for planning permission and has a statutory responsibility to respond to consultations from Surrey Borough and Districts and the County Council. There is a requirement to provide professional and technical advice as supportive evidence for all decisions taken. The post is based at County Hall and the post holder will need to be able to drive in order to visit various sites and locations across the county once or twice each month.
Line management responsibility if applicable	No direct line management responsibilities, but will be required to help mentor and provide training for more junior TDP staff
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.

	<p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Relevant degree in geography, town planning, civil engineering, transport planning or equivalent relevant experience in transport development planning. Knowledge and understanding of relevant highway and planning technical matters. Good communication skills - both written and verbal. Needs a full UK Driving Licence</p>
Role Summary	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>