



City of Bradford Metropolitan District Council Job Profile

Reference Number	TO BE COMPLETED BY JEGS / HR
Role Title	Assistant Transport Planner
Directorate	Growth
Service Area	Planning Transportation and Highways
Reports to	Team Leader: Infrastructure and Local Plan Implementation

Role Purpose (maximum of 3 points, with no sub bullet points)

To ensure that the Infrastructure and Local Plan Implementation Team makes the maximum contribution to the regeneration of Bradford and achievement of a sustainable Metropolitan District and the Corporate Priorities of the Council.

To contribute the maximum to the achievement of targets and objectives set out in the Council Plan 2025-2030, the Transportation & Highways Service Plan, transport related Local Strategies and the West Yorkshire Local Transport Plan (LTP) / Implementation Plan

To be an ambassador for the values, goals and objectives of the Council and the Department

To be able to understand and identify the needs of a multi-racial community and ensure that all work is within the ethos of the Council's equalities standard.

To support and advise the elected Members of the Council as the accountable representatives of the public and other key stakeholders.

To ensure the best practicable level of customer service.

Duties and Responsibilities

1. To assist with and contribute to the formulation and preparation of the West Yorkshire Local Transport Plan (LTP) and its various submissions for Government Funding, working closely with representatives of the West Yorkshire Integrated Transport Authority and other local authorities.
2. To assist in securing other sources of funding to maximise the ability of the Council to apply and deliver Regional Transport Strategies (e.g. the West Yorkshire Local Transport Plan) in Bradford.
3. To assist in the formulation of measures, schemes and programmes which will underpin the above plans and strategies through the use of modelling and other procedures and also to monitor the progress of the schemes and programmes.
4. To assist in the preparation of product briefs for a wide range of projects

5. Promote and manage projects in support of the West Yorkshire Local Transport Plan, e.g. Demand Management, Travel Plans, Park and Ride, Car Parking, Mobility and Inclusion, Cycling, Safe Routes to Schools.
6. Work towards achieving the targets and outputs set out in the strategies and plans outlined above and the Bradford Transport Strategy.
7. Gather/research/maintain information on financial matters, technical matters and statistical data in support of the transport planning processes as necessary.
8. Assist in the delivery of the Council's Capital Programme to strict budgetary requirements.
9. Prepare reports for the Council's Executive Committee, Area Panels and other Committees/Groups, internal and external to the Council as necessary.
10. Represent the Council at Public meetings, exhibitions, business meetings, meetings with members of the public and specialised groups as appropriate and necessary and liaise with other Council departments, Government Departments, business organisations and other bodies as necessary.
11. Attend meetings of the Executive Committee, Area Panels, Neighbourhood Forums, the West Yorkshire Local Transport Plan (LTP) Steering/Overview Group or Working Group meetings and other meetings both internal and external to Bradford as appropriate and necessary.
12. Promote and co-ordinate as necessary, transport planning inputs for Statutory Planning requirements, e.g. Local Plan as and when required.
13. Support initiatives around "Well Being" and "Sustainable Development" in line with the Government Act 2000 and in pursuant of the Bradford District Strategy and the Bradford Council Plan for Bradford.
14. Continuously monitor legislation, statutory instruments, Government guidance notes and other technical and advisory documents as required to ensure an efficient and up to date service.
15. Assist with formulation of the Council's responses to any new Government Legislation relating to Transport Planning matters.
16. Ensure continuous personal development through training initiatives to increase professional knowledge and skills in areas related to Transport Planning matters.
17. Liaise and communicate effectively within the Transport Planning Unit offering guidance, support and encouragement to colleagues within the Unit as and when necessary and provide support to other parts of the Regeneration Department as identified and requested.
18. Alert the Team Leader: Infrastructure and Local Plan Implementation to any potential failures to meet service delivery objectives, outcomes and targets.
19. Provide advice and information for the Team Leader: Infrastructure and Local Plan Implementation as necessary on all matters relating to transport planning and financial matters relating to the capital programme and other programmes and budgets as required.
20. Attend and contribute to team meetings on a regular basis.
21. Stand in for/represent the Team Leader: Infrastructure and Local Plan Implementation as and when necessary.
22. Participate in the Success at Work System.
23. Explain Council Policy to the public and any other interested parties in respect of Transport Planning matters.
24. Ensure the delivery of the best practicable customer service, particularly to Members of the Council.
25. Deal with day-to-day enquiries and correspondence from all sources, as a Council's representative on transportation matters.

26. Act as a contact on transport planning related matters.
27. Initiate correspondence and ensure that enquiries from Members of Parliament, Members of the Council, the private sector and the general public are answered efficiently and within set parameters.
28. Exercise creative judgement in ensuring the promotion of a good public image on Council Policy in relation to transport planning and other issues.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

SUPERVISION AND GUIDANCE:

Responsible to the Team Leader: Infrastructure and Local Plan Implementation, with regular contact through team meetings and “one to one” sessions. General responsibility for high levels of work, supervision and guidance as necessary and appropriate. The postholder may also on occasions be required to report direct to the Assistant Director (Planning, Transportation & Highways).

RANGE OF DECISION MAKING:

The use of professional, creative and personal judgement will be required in answering queries from Elected Members, Members of Parliament, members of the general public, other Council departments, outside bodies and the public on matters relating to transportation issues. This may include the preparation of reports, the making of presentations and attendance at meetings. It will be necessary to liaise with all levels of Council’s staff, Members of the Council, MP’s, the general public, the business community and other organisations by correspondence, telephone Email or in person on matters relating to transportation issues.

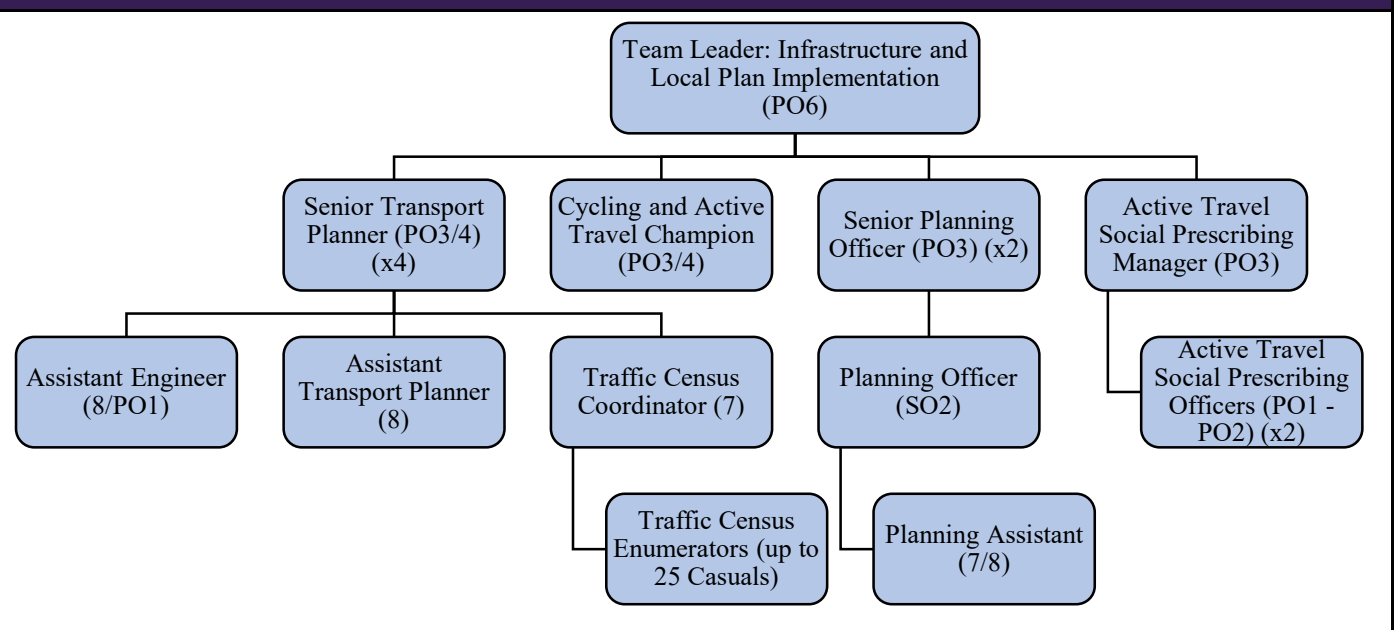
RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

The postholder will have access to confidential information, e.g. correspondence, reports, financial matters, and restricted legal and council documents and databases relating to work of the Department/Authority. The postholder will have responsibility for equipment and resources of the Department and the Transport Planning Unit.

CONTACTS:

Politicians, Directors, Assistant Directors, Government departments and agencies, other local authorities, interest groups, customers, contractors, consultants, other Service managers, Council Departments, Police, METRO, developers.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required

Experience and Qualifications

- Degree, HNC or HND.
- These to be in relevant subjects e.g. – Environmental Science, Transport Planning, Town Planning, Civil Engineering
- Minimum 6 months experience of working on project development.
- Minimum 6 months experience of working in an office environment.
- Experience of working in the transport planning field or closely related fields such as Town and Country Planning, Highways or Environment.
- Experience of using MS Office software

Training

- Willingness to undertake further training and work on own initiative to achieve personal development
- Equal opportunities training.
- Supervisory skills training
- Training in use of Microsoft Office and other software applications

Special Knowledge

- Basic working knowledge of issues relating to transport planning.
- Ability to grasp the implications of transport planning issues on the Environment and Community
- An understanding of the Local Transport Plan (LTP) process.
- An awareness of the Council's Corporate Priorities and the priorities contained in the District's Sustainable Community Strategy
- An understanding of the political dimension of work within a Local Authority

Equality

- Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices.

Disposition – Adjustment/Attitude

- Be proactive in identifying potential problems and able to demonstrate an ability to find appropriate solutions.
- An ability to establish and maintain the trust and support of colleagues.
- Show a commitment to listening and responding to a wide range of customers/clients.
- Able to respond positively to events and challenges.

Practical & Intellectual Skills

- Able to work to strict deadlines and to balance competing priorities within a heavy workload.
- Able to prepare and present reports on complex issues.
- Able to analyse arguments, arrive at balanced conclusions and present them clearly.
- Able to make clear and effective presentations.
- Possess basic computer application skills in relation to information technology
- Able to interpret and plot map-based data using software applications
- Able to manage project & programme budgets

Circumstances - Personal

- Must be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required as appropriate.)
- Must be able to travel to various locations within Bradford District and beyond

Physical/Sensory

- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010

Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	Yes
IT Packages	Uses a range of complex IT packages relating to area of work	Yes
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Yes
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	Yes
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	Yes
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	Yes
Relevant Professional Qualification	Degree	Yes
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	Yes
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	Yes
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	Yes
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	Yes

Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	Yes
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably.	
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Government's Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the Lower threshold level.
You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).

Completed by:	John Davis	Date:	15/06/26
Quality checked:		Date:	