City of BRADFORD METROPOLITAN DISTRICT COUNCIL

City of Bradford Metropolitan District Council Job Profile

Reference Number	**TO BE COMPLETED BY JEGS / HR**
Role Title	Senior 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)

1. Working strategically across West Yorkshire and the Leeds City Region to provide technical expertise, support, advice and guidance to enable to Council to deliver its responsibilities across a range of transport planning functions.

2. Carry out investigations, feasibility studies, prepare concept designs, transportation studies, transport assessments and modelling, sustainable and integrated transport studies of alternative solutions to transport related issues to support a wide range of strategic planning and fund bidding documents.

3. Co-ordinate and contribute to the development and delivery of the West Yorkshire Local Transport Plan (LTP) and its Implementation Plans, to other strategic work streams including the Bradford District Transport Strategy and to various submissions for Government and other external funding streams.

Duties and Responsibilities

1. Carry out Investigations, transportation studies, transport assessments and modelling, feasibility and concept studies/Designs, sustainable and integrated transport studies of alternative solutions to engineering and procurement problems public engagement and consultation, assessments, procurement and project management on a variety of highway and transportation schemes including casualty reduction, traffic management, integrated transport, public transport and civil engineering projects for programmes undertaken by the service on behalf of internal and external clients in particular schemes as may arise from the Local Transport Plan, Single Transport Plan other capital and revenue budgets and external funding sources locally, regionally and nationally. .

2. Prepare feasibility designs, calculations, budget estimates, outline programmes, project briefs, work instructions and commissions for consultants or other Service units as appropriate in line with the Council's Contract Standing Orders using framework arrangements or specific commissions.

3. Initiate, develop, promote and monitor a number of transport planning projects on behalf of the Council.

4. Provide independent judgement, advice and guidance based on evaluation and analytical skills to produce alternative solutions to a wide range of complex engineering, transport planning and procurement problems. Formulate recommendations and solutions appropriate to technical specialism including but not limited to, the provision of advice related to improvements secured through legal agreements with third parties.

5. Undertake and certify the acceptance of technical checks of transport planning information provided by third parties as being in accordance with established standards and the Council's requirements.

6. Co-ordinate and contribute to the development and delivery of the West Yorkshire Local Transport Plan (LTP) and its Implementation Plans, to other strategic work streams including the West Yorkshire+ Transport Plan and to various submissions for Government and other external funding streams.

7. Undertake checking and evaluation of the following:
    - Consultation documents, questionnaires, exhibitions and displays
    - Diagnostic and survey data
    - Design briefs, data and preliminary/details highway scheme designs
    - Transport appraisals and modelling
    - Bid documents
    - WY+TF project gateway submission documents.

8. Manage and contribute to the leadership of all necessary data acquisition, inspections, surveys and assessments in connection with the role and undertake investigations appropriate to area of expertise including where appropriate with other public bodies. Prepare high quality written documents, statistical analysis and correspondence and maintain such manual or computerised records as necessary for the efficient and accountable operation of the Service.

9. Be competent in the use of appropriate technical software necessary for carrying out your duties and recommend appropriate improvements to office systems. Use appropriate modelling techniques to develop documentary evidence for programme determination and decisions including but not limited to strategic, accessibility and transport modelling.

10. Prepare and present committee reports for Executive, Scrutiny, Constituency Area and other committees. Draft briefs for Members and Senior Officers. Attend Parish and Town Councils, Neighbourhood forum meetings. Attend and present evidence at public enquiries and Examinations in Public.

11. 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. In so doing co-ordinate or assist with the formulation of the Council's responses to any new Government Legislation or guidance relation to Transport Planning matters.

12. Supervise and mentor junior staff including the Assistant Transport Planner/Engineer as well as placement students and apprentices , on technical and procedural matters based on a sound understanding of core transport planning principles and knowledge of the values of the Council thereby supporting the Infrastructure and Local Plan Implementation Team Leader in ensuring the proper discipline, conduct, training, health and safety and welfare of the staff is maintained. Where

required to do so deputise for the Infrastructure and Local Plan Implementation Team Leader in his/her absence.

13. Develop, programme and lead on delivery of engineering solutions and schemes working with the minimum of guidance. Proactively manage the progress of own workload using extensive project management skills and understanding of project management processes including that of any allocated staff, setting objectives, targets and ensuring effective decision making to deliver successful schemes or projects within defined budget and programme constraints with the minimum of guidance. Project manage external consultants and contractors to ensure delivery of project and services to agreed targets.

14. Develop, manage and monitor costs against budgets and financial targets initiating amendments

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

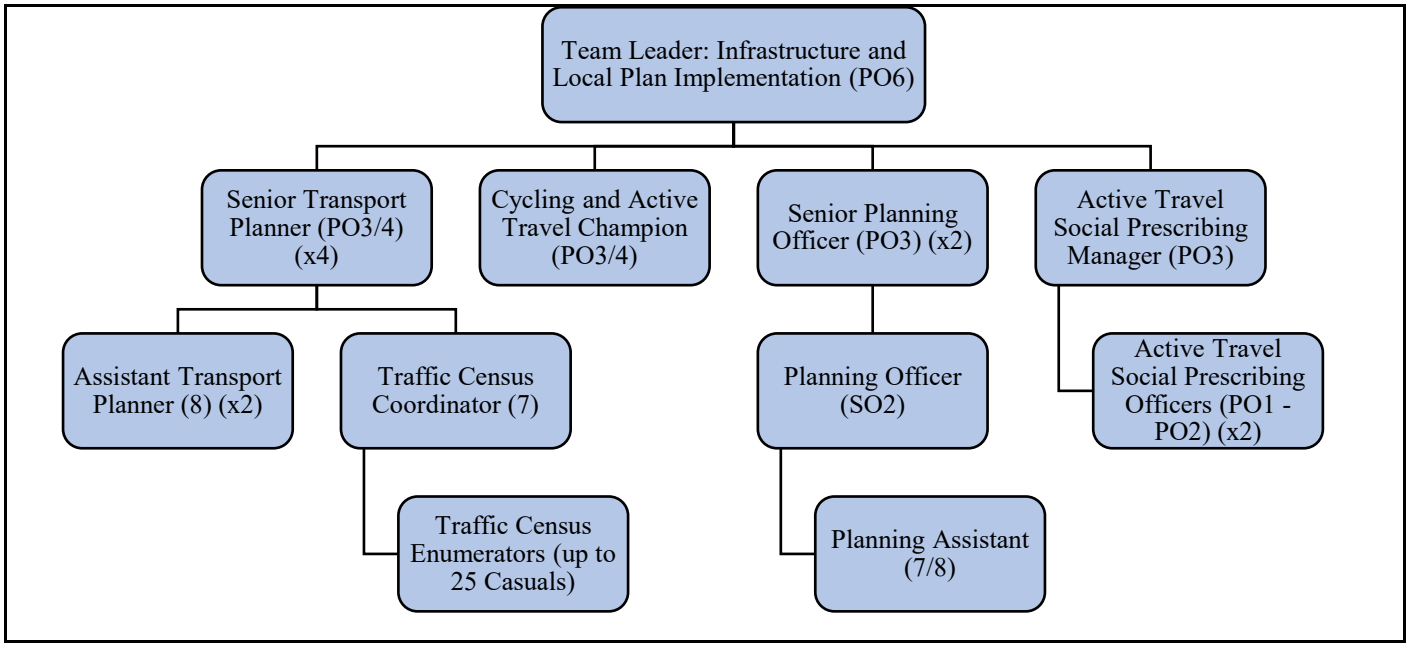
SUPERVISION AND GUIDANCE:
Responsible to the Team Leader: Infrastructure and Local Plan Implementation, with regular contact through team meetings and "one to one" sessions. General responsibility for high levels of work, supervision and guidance as necessary and appropriate. The postholder may also 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

Educated to degree level plus recognised qualification in Civil engineering or Transport Planning and/or eligible for election to corporate membership of Royal Town Planning Institute, Royal Institute of British Architects of other relevant organisation

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 Governments 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