

Job Description and Person Specification

TCF Senior Transport Planner

Job Description

1. The post holder will be required to:
 - a. Lead the production of necessary TCF Tranche 2 bid documents and business case documents. All submissions should be produced to a high standard of accuracy and relevance, provide a compelling case for funding our bid, and comply fully with Guidance provided by DfT and by the TCF Project Lead.
 - b. Lead the production of necessary TCF Future Mobility Zone bid documents and subsequent presentations. All submissions should be produced to a high standard of accuracy and relevance, provide a compelling case for funding our bid, and comply fully with Guidance provided by DfT and by the TCF Project Lead.
 - c. Lead the management of transport consultants retained to develop and appraise the TCF Tranche 2 programme of schemes to be presented to Government.
 - d. Where necessary and agreed with the scheme promoters, lead the management of transport consultants retained to develop and appraise individual Tranche 2 schemes.
 - e. Liaise closely with the promoters of schemes within the TCF Tranche 2 programme, obtaining all necessary information to inform tasks (a), (b) and (c) above. These discussions will be conducted with sensitivity, professionalism and persuasiveness at all times.
 - f. Liaise with DfT officials, regional stakeholders and other stakeholders as requested by the TCF Project Lead, providing a positive and informative attitude in all external communications.
 - g. Deputise for the TCF Project Lead in meetings with regional partners and Government officials when the TCF Project Lead is not available, and attend key meetings with the TCF Project Lead when requested.
 - h. Lead on the production and maintenance of a risk register associated with delivering the necessary documents and business cases for the Tranche 2 and FMZ bids, and lead on proposing and enacting effective mitigations for each risk working closely with scheme promoters where necessary.
 - i. Undertake these requirements strictly within the timescales and deadlines set out by DfT in guidance and agreed by the TCF Project Lead.
 - j. Provide day to day line management for the TCF Transport Planner, Project Controller/Manager and Project Administrator.
 - k. Assist the TCF Project Lead in managing the bid team budget and booking off various expenditure items to the appropriate cost centre.

Person Specification

EDUCATION
Educated to degree level or equivalent in a relevant discipline
SPECIFIC KNOWLEDGE
Demonstrable knowledge of preparing large scale bids for transport proposals
Demonstrable knowledge of preparing business cases in line with HM Treasury Green Book and other relevant guidance, including experience of contributing to discussions with DfT regarding economic modelling and business case production
Demonstrable knowledge of commissioning and managing the work of external transport and economic consultants
Demonstrable knowledge of project and programme management, including the management and mitigation of risks
Some knowledge of future mobility innovations and proposals in the UK and across the world.
Knowledge of legislative and regulatory requirements associated with the delivery of major asset or infrastructure investment projects
Proven track record of stakeholder liaison and management
Proven writing and reviewing skills
Leadership and negotiation skills
Budget monitoring and planning skills
Capable of strategic thinking and working in a fast moving and changing environment
Ability to solve problems and make autonomous decisions and be able to defend and support outcomes
Demonstrable experience of working in a management role
Demonstrable experience of preparing detailed contract documentation and tender evaluation
Demonstrable experience of delivering complex projects