 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Community Services and Transport</b>		<b>Service Area:</b>  <b>Highways, Transport and Design</b>	
<b>JOB TITLE: Transport Planner</b>			
<b>GRADE: I/J/K</b>			
<b>REPORTING TO: Principal Engineer - Transport Strategy and Planning</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> To assist and where appropriate lead in the development and delivery of strategies, plans and interventions to achieve the Council's strategic transport priorities for a place where people are healthy, safe and protected from harm, a thriving economy and a place that is clean, vibrant and attractive. This includes the identification and initiation of proposals including traffic modelling, scheme identification as well as funding bids to secure the provision of appropriate transport solutions and infrastructure to boost the local economy and to engage collaboratively with key partners and stakeholders to deliver successful outcomes.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To participate in initiating, defining and managing strategic development schemes, including the identification and management of mitigation and infrastructure and funding.	
	2.	To work collaboratively with internal and external partners to ensure a cohesive and efficient approach to defining, developing and delivering priorities, plans and schemes to successfully support and achieve Economic Growth outcomes.	
	3.	To support the Council and assist with highway and transport infrastructure at strategic sites to encourage Investment into the Borough.	
	4.	To lead where required on delivering and updating policies relating to highways and transport such as car parking policy.	
	5.	To maintain awareness of funding opportunities and to participate in preparing bids for external funding for relevant projects.	
	6.	To participate in project activity within defined governance arrangements and ensure that best practice is maintained through all aspects of planning, delivery, review, consultation, monitoring and communication for highway and transport projects.	
	7.	To support the Transport Strategy and Planning team on strategic issues with Members and prepare reports to Cabinet, Council, management and committees as required, including the planning process.	
	8.	To supervise and develop staff as appropriate and manage consultants as part of commissions and projects.	
	9.	Ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.	
	10.	Plan, monitor and control resources to maximise the efficient and effective use of finances and people in order to meet relevant objectives. Ensure robust financial management and forward planning is in place and regularly monitored.	

	11.	To have knowledge of statutory powers and guidelines governing the Highways and Transport work area.
	12.	Help develop the Council's understanding of international and national transport related best practice through active engagement and developing links with academic & representative institutions as appropriate.
	13.	Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
	14.	Undertake such personal training as necessary to meet the duties and responsibilities of the post.
	15.	Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
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Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....


**Job Description dated May 2023**

## PERSON SPECIFICATION

Job Title/Grade	Planner (Transport Strategy & Planning)	
Directorate / Service Area	Community Services, Environment & Culture / Highways, Transport & Design	
Post Ref:	TBC	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications / Training	<ul style="list-style-type: none"> <li>Educated to degree level in a relevant discipline or ability to demonstrate equivalent level relevant experience.</li> </ul>		Application form
Experience	<ul style="list-style-type: none"> <li>Experience in transport planning and the development of transport related strategies and policies.</li> <li>Experience of working in or with public sector organisations.</li> <li>Working as part of a team as well as demonstrating use of own initiative.</li> <li>Prioritisation of work to meet deadlines.</li> <li>Experience of cost control within a project environment.</li> <li>Experience in completing complex, technical tasks to a high standard and to set deadlines.</li> <li>Experience in decision making covering complex and varied issues.</li> <li>Experience and knowledge of managing and guiding the political processes of local government.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in making presentations in a public setting and at Committee meetings and working parties.</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>Good knowledge of the principles of project, contract and procurement management.</li> <li>Ability to work in an organised and methodical way to analyse and solve problems logically.</li> <li>Ability to understand and apply regulations and written instructions.</li> <li>Innovative and logical thinking to resolve issues.</li> <li>Be articulate and able to converse confidently in a pleasant and professional manner.</li> </ul>		Application / Interview

	<ul style="list-style-type: none"> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues to a wide range of people and organisations</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• Ability to supervise professional staff engaged in the particular service area for the authority.</li> <li>• Good knowledge of national and local guidelines and other relevant standards</li> <li>• Ability to manage and control capital and revenue budgets.</li> <li>• Familiarity with and ability to adapt to Information Technology requirements.</li> </ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Committed to own personal development &amp; the ability to benefit from training relevant to the post.</li> <li>• High personal standards of self-discipline in working to deadlines.</li> <li>• Creative thinking &amp; 'Can-do' approach</li> <li>• Highly motivated, and not easily discouraged.</li> <li>• Flexible approach to work.</li> <li>• Confidentiality and personal integrity.</li> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues.</li> </ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• Should be able to vary working hours to incorporate evening and weekend meetings as required.</li> <li>• Ability to travel is a requirement of the post for which an appropriate allowance is payable.</li> </ul>		Application / Interview

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Community Services, Environment and Culture	<b>SERVICE AREA:</b> Community Services, Highway Transport and Design
<b>JOB TITLE:</b> Principal Engineer – Transport Planning & Strategy	
<b>GRADE:</b> I/J/K	
<b>JOB LOCATION / BUILDING:</b> Municipal Buildings	
<b>REPORTING TO:</b> Transport Planning & Strategy Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

<b>Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		X
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

<b>Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		X

Known Risk	Yes	No
<p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>		X
<p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>		X
<p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to <b>drive a Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.</p>	X	
<p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>	X	
<p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p> <p><b>Working adjacent to live carriageways</b></p> <p><b>Working adjacent to high-speed carriageway i.e. over 40mph</b></p> <p><b>Working on construction sites near moving plant</b></p>	X X X	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:



Date: 24/10/2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**