

STOCKTON ON TEES BOROUGH COUNCIL

CAREER GRADE

Service Grouping	Community Services, Environment and Culture
Service	Highways, Transport and Design
Job Title	Transport Planner
Career Grade	I, J, K

Progression within the Career Grade

Professional vocational qualifications are indicative to the level of knowledge required to perform the role. An equivalent qualification and/or experience will be considered other than where there is a requirement for a specific qualification which is needed to perform the job role.

To progress within the career guide structure all the criteria must be met and there **must** be work available at the higher level. This will need to be demonstrated through a formal review of performance. This evidence will be reviewed by the appropriate Manager in the first instance and verified by the Service Manager.

Possession of qualifications or time in post will not alone determine where a job holder is placed on the career grade.

When an employee believes that they meet the criteria for the next level they should raise this with their line manager. If supported, then a formal application must be completed by the relevant Officer and the aforementioned process then followed.

Grade	Criteria (Professional)
I	<p>Entry Level</p> <p>Predominately technical and procedural experience within the specialist area for which appropriate qualifications will also be required.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Have Technical Skills and preferably a ONC or equivalent in a relevant discipline and/or experience in a related technical field. • Be willing to attend any courses or training deemed necessary for the post-holder to attain the necessary competence, knowledge and experience. • Be confident at speaking and making decisions on behalf of the team at internal and external meetings. • Have the ability to produce technical reports and/or present data in a format that will easily be understood by others.

	<ul style="list-style-type: none"> • Confident in dealing with stakeholders and answering their queries where possible. • Need to fully understand and adhere to the relevant Acts, Policies and Strategies relating to their role. • Work using their own initiative, understanding when to ask for advice from a more senior member of the team and prioritise their workloads. • Provide advice, guidance and mentoring to junior officers.
<p>J</p>	<p>Intermediate Level</p> <p>Predominately technical and procedural experience within the specialist area for which appropriate qualifications will also be required.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Have Technical Skills, preferably a HNC or equivalent in a relevant discipline and/or a minimum of three-year’s experience in a related technical field. • Be willing to attend any courses or training deemed necessary for the post-holder to attain the necessary competence, knowledge and experience. • Be confident in speaking and making decisions on behalf of the team or Authority at internal and external meetings. • Have the ability to produce technical reports, provide sound technical audit and/or present complex data in a format that will easily be understood by others. • Confident in dealing with stakeholders and answering their queries. • Need to fully understand and adhere to the relevant Acts, Policies and Strategies relating to their role. • Work using their own initiative, with little or no supervision, checking their own work unless particularly contentious or difficult, thereby seeking advice and prioritise their workloads. • Provide advice, guidance and mentoring to junior officers. • Stand in for the Principal Engineer at meetings as and when required.
<p>K</p>	<p>Higher</p> <p>Predominately technical and procedural experience within the specialist area for which appropriate qualifications will also be required.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Have Technical Skills, preferably a degree or equivalent in a relevant discipline and/or a minimum of at least five-year’s experience in a related technical field. • Be willing to attend any courses or training deemed necessary for the post-holder to attain the necessary competence, knowledge and experience. • Be confident at representing the Authority and making decisions at large multi-stakeholder meetings. • Have the ability to assess and produce complicated technical reports, provide sound technical audit and present complex data in a format that will easily be understood by others.

	<ul style="list-style-type: none">• Confident in dealing with stakeholders on a multitude of complex matters and answering their queries.• Need to fully understand and adhere to the relevant Acts, Policies and Strategies relating to their role, in addition advising and guiding others as appropriate.• Work using their own initiative, checking their own and others work and prioritise workloads.• Provide advice, guidance and mentoring to more junior Officers.• Stand in for the Principal Engineer and/or Manager at meetings as when required.