

# Job Specification

**Job title:** Senior Planner - Transport Policy  
**Service:** Planning and Transport Policy  
**Grade:** G8  
**Reporting to:** Team Leader - Strategic Planning

## Your job

You will help ensure that the role of transport in influencing the location and form of development is strengthened within Wigan Council and across the borough, liaising with and influencing the full range of stakeholders. You will contribute fully to development plan preparation, monitoring and review, engagement and appraisal, including taking a lead on transport topics and projects

You will assist neighbourhood forums and produce planning guidance on transport matters. You will also work closely with the Development Management Service to help them approve planning applications that are right for Wigan Borough, within the statutory timeframes, ensuring that suitable travel plans are provided and implemented. You will work with colleagues across the directorate, council, Greater Manchester and other partner organisations, to help accelerate the delivery of housing, economic development and transport infrastructure and services, also helping to improve air quality.

## In this job you will:

- ◆ Contribute substantially on transport policy to the preparation, examination and adoption of the Greater Manchester Spatial Framework and Wigan Local Plan and as part of the council's duties on neighbourhood planning
- ◆ Help ensure that the Development Management Service is supported effectively on transport planning aspects of major developments to enable the best possible outcomes to be achieved for Wigan Borough, including contributing to the pre-application advice service and working with Traffic Managers and other stakeholders as appropriate
- ◆ Lead on the preparation of Supplementary Planning Documents for transport and travel planning
- ◆ Undertake the council's travel planning function as part of the planning process and wider transport and air quality initiatives, working closely with TfGM to ensure maximum benefits for the borough
- ◆ Help ensure that transport planning policy and strategy is reviewed and developed, working with TfGM and other key stakeholders including national agencies, Transport for the North and public health
- ◆ Help ensure an appropriate contribution on transport planning policy matters to other initiatives such as strategic funding bids that will help accelerate the delivery of new homes, creating and maintaining great places
- ◆ Lead on key areas of in-depth evidence preparation and review, including monitoring, analysing and assessing the performance of transport policies and presenting outputs
- ◆ Undertake community and stakeholder engagement as part of plan and policy preparation and ensure it is recorded, assessed and acted upon
- ◆ Help maintain good channels of communication with Ward Members, residents and TfGM on bus service changes and other local transport planning matters
- ◆ Advocate opportunities for transport planning policy to assist in the achievement of the council's objectives for growth

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ A degree or equivalent in town planning, transport planning or related professional discipline and a Chartered Member of the Royal Town Planning Institute, Chartered Institute of Highways and Transportation, Transport Planning Society or other equivalent professional body
- ◆ Able to apply a good knowledge and understanding of the legal, regulatory, policy, resource and political framework within which transport planning and travel planning works and of their roles and opportunities within Wigan Borough
- ◆ To be proactive in tackling issues around transport across all modes to help deliver growth and housing, improve places and support healthier lifestyles
- ◆ Able to work in-depth on complex transport plans, assessments and policies, to observe, research, investigate, analyse, appraise and solve problems, with good numeracy and statistical analysis skills
- ◆ The skills, knowledge and ability to apply relevant tools and techniques in transport planning, including on transport modelling, and travel planning
- ◆ Self-organised with good project management skills and the ability to work independently on complex tasks with minimum supervision to meet deadlines
- ◆ An effective and concise communicator in written, spoken, graphic and multi-media forms, who listens actively, tailors communications to the audience, manages misinformation and shares information
- ◆ Able to work well in partnership and collaboratively on complex matters, with other disciplines within the council and across organisational boundaries, and with community groups and representatives, to advance the borough's best interests
- ◆ Knowledge and experience of good performance management
- ◆ A full valid driving licence or the ability to demonstrate the efficient use of own or public transport to undertake on site duties.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

# Staff Deal



### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed   
.....  
Donna Hall CBE, Chief Executive

### Your part

- Listen, be open, honest and friendly
- Be efficient , flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed .....  
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 WiganCouncilOnline  wigan council  @wigan council  wigan.gov.uk