

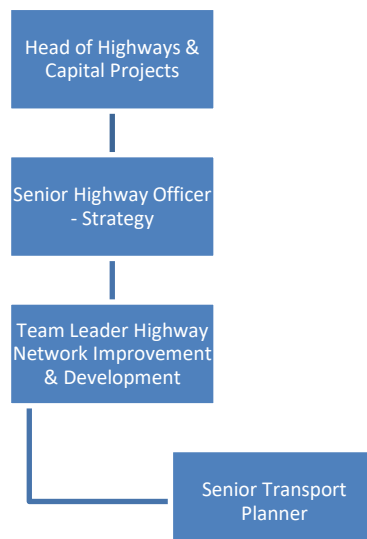
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Neighbourhoods - Capital Projects & Highways Services
<b>SECTION:</b>	Highways
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Senior Transport Planner
<b>POST NUMBER:</b>	xxxx
<b>Grade:</b>	8
<b>Accountable to:</b>	Team Leader Highway Network Improvement & Development
<b>Accountable for:</b>	Transport Planning and Project management of projects and services undertaken by the Highway Network Improvement team.
<b>Hours of Duty:</b>	37 hours
<b>Any Special Conditions of Service:</b>	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

Responsible for providing Transport Planning advice and Project Management of highway network improvement or services assigned to them.

To deal with key stakeholders both internal and external on Highway Network Improvement related matters across the Borough.

To project lead, manage, motivate and direct the Project/Design Team(s) assigned to them, comprising both internal and external resources, to ensure delivery to cost, quality and programme in accordance with the client's expectations.

To be responsible for the delivery of all related services in a way which meets the requirements of relevant health and safety legislation and the obligations placed on the Council. To manage effective customer relationships that will retain and develop business.

To contribute towards Property & Highways Service's corporate and social responsibilities including policy, procedures and governance arrangements.

## **Control of Resources**

### **Personnel**

To operate as part of the Highway Network Improvement team and deputise for the Team Leader Highway Network Improvement & Development as required.

### **Financial**

To financially manage the budget allocated to the project or service and contribute to any financial reporting required from external stakeholders or from the Team Leader Highway Network Improvement & Development.

### **Equipment/Materials**

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

To be responsible for the efficient and cost effective procurement, commissioning and maintenance of equipment both directly and through third party organisations.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### **Internal**

Principal, Senior Managers and Head of Service for Highways & Capital Projects  
Staff in other services within the Council.  
Elected Members of the authority  
Staff in partnership organisations

### **External**

Staff in external organisations providing highways services to RBC  
Employees within other local authorities, public bodies and funding bodies  
Members of the public and targeted communities/users

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

To lead and manage Highway Network Improvement projects assigned to them in delivering a safe; proactive; high quality and cost effective project or service to both internal and external customers.

Generating reports to internal and external stakeholder of projects.

To undertake and commission outline designs for potential Highway Network Improvements.

To assist the Team Leader Highway Network Improvement & Development to achieve the business plan targets and other relevant objectives.

To establish and maintain effective working relationships with internal services and external organisations to ensure the delivery of a responsive and professional service.

To be accountable for the submission of qualitative and accurate technical and cost reports and service specifications for approval.

To assist with the production of reports for the Senior Management Team covering financial performance, service delivery, resources and future requirements.

To assist with the development and implementation of systems and processes to ensure the effective management of project delivery in line with agreed objectives, timescales, costs and other KPI's and SLA's.

To undertake regular reviews of all key projects within own area of responsibility and proactively engage with clients and stakeholder groups to gather feedback and deliver service improvement initiatives.

To assist with the development and implementation of continuous improvement within the team and gain the commitment of the team to deliver business excellence at all times.

To provide support and assistance to colleagues for the management of projects for which they are responsible.

To assist with the operational support to other areas of the Highway Network Improvement team and to deputise for the Team Leader Highway Network Improvement & Development as required.

To attend meetings outside normal working hours e.g., council & township committee meetings, planning & licensing, public consultations etc.

To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery

### **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Chris Woods</u>	Date	<u>11 October 2020</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Neighbourhoods - Capital Projects & Highways	<b>Post:</b>	Senior Transport Planner
<b>Section :</b>	Highways	<b>Post Number :</b>	PS0000000001
<b>Job Ref:</b>		<b>Grade:</b>	8

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Special Working Conditions</b>		
1 Are you willing and able to attend evening meetings and other out of hours working as required?	E	AF, I
<b>(b) Qualification and Experience</b>		
2 Do you have a professional qualification appropriate to the level of this post? For example HND, Degree, and or Professional body membership.	E	AF, I, production of qualifications
3 Do you have 2 years relevant post Degree or further education qualification experience?	E	AF, I
4 Do you have a qualification in Project Management or Transport Planning, e.g. PRINCE 2 or TPP	D	AF
5 Please provide details of your experience of Transport Planning.	E	AF, I
6 Please detail your working knowledge and experience of relevant Local Authority Issues, Policies and procedures.	E	AF, I
<b>(c) Skills and Knowledge</b>		
7 Please detail your competence in the preparation, monitoring and control of projects in terms budget, cost, and programme.	E	AF, I
8 Please detail your competence in Transport Planning of small to medium scale multi-disciplined Highway Network Improvement bids/projects/schemes	E	AF, I
9 Please provide details of your ability to exercise sound judgement and decision making and ensure risk management is maintained and targets/outcomes are delivered.	E	AF, I
10 Please provide details of how you would assist with the delivery of efficiency, cost reductions and value for money.	E	AF, I
11 Please provide details of your working knowledge and experience of the different aspects of Transport Planning within a Local Authority Highways Service context and be able to recommend the most appropriate transport planning solutions for a bid/project/scheme	E	AF, I, A
12 Please detail your competence in the preparation and delivery of professional reports.	E	AF, I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(d) Behaviours and Values</b>		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> Please confirm you are willing to adhere to these values and behaviours.	E	AF,I