

## Kent County Council

### Job Description: *Transport & Development Planner*

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<b>Directorate:</b>	Growth, Environment and Transport
	Highways and Transportation
<b>Location:</b>	Highways Offices including Ashford, Aylesford & Maidstone (Home/ Flexible Working)
<b>Grade:</b>	KSF
<b>Responsible to:</b>	Transport & Development Planning Manager

#### **Job Purpose:**

To assess and advise district councils by providing written recommendations on the transport aspects of planning applications; to secure funding for and coordinate the delivery of development related highway schemes and support the development of local plans in line with corporate objectives

#### **Main duties and responsibilities:**

- Advise district councils on highway and transportation implications of planning applications in accordance with the National Planning Policy Framework and adopted local and county policies.
- Review and provide advice on Transport Assessments, Transport Statements, and Travel Plans. Assess development plans and network and junction modelling outputs and evaluate the effectiveness of identified mitigations for development proposals.
- Secure funding for development related highway schemes through S106 Agreements and via Community Infrastructure Levy (CIL) charging mechanisms and oversee and manage their delivery as appropriate
- Represent the County Council at committee meetings, public inquiries and other formal hearings and public meetings in support of senior officers.
- Work with district councils to support the development of their Local Plan and secure the provision of transportation solutions, having regard for the County Council's strategic objectives.

- Sustain effective partnerships and working relationships with Members, National Highways, developers, public transport providers and local community groups as appropriate to ensure investment in transport infrastructure is secured and targeted to deliver development and other corporate objectives.
- Support and assist staff within the Transport and Development team.
- Ensure compliance with transport and development planning, equalities and health and safety legislation.
- Ensure high customer service standards and make sure complaints are dealt with sympathetically and in line with KCC procedures.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Transport & Development Planner*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b> <b>(or equivalent in experience)</b>	A Levels/ OND/ONC/BTEC in related subject areas. Willingness to train towards membership of a relevant professional body.
<b>EXPERIENCE</b>	Understanding of the principles of development control/ planning, or transport planning, or traffic management and the use of computer applications.  Experience of project working.
<b>SKILLS AND ABILITIES</b>	Ability to communicate effectively, particularly in writing.  Ability to work with limited supervision. Team working skills.  IT literate and willingness to learn and develop  Good analytical skills  Ability to take responsibility for processing service requests.  Innovative thinking in job role  A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
<b>KNOWLEDGE</b>	Knowledge of relevant standards, and national and local planning guidelines.  Understanding of the role and responsibilities of the Highway Authority.

**KENT VALUES  
AND CULTURAL  
ATTRIBUTES**

These are the values that we demonstrate ourselves, see around us and collectively and individually strive for. We are:

- **Brave**. We do the right thing, we accept and offer challenge,
- **Curious** to innovate and improve,
- **Compassionate**, understanding and respectful to all,
- **Strong together** by sharing knowledge,
- All **responsible** for the difference we make.

Our values enable us to build a culture that is:

- Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile
- Curious - constantly learning and evolving
- Compassionate and Inclusive - compassionate, understanding and respectful to all
- Working Together - building and delivering for the best interests of Kent
- Empowering - Our people take accountability for their decisions and actions
- Externally Focused - Residents, families and communities at the heart of decision making

(candidates will be able to give examples of how their values align with Kent Values within the context of this post)

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	<b>CRITERIA</b>
<b>QUALIFICATIONS</b> <b>(or equivalent in experience)</b>	HND/HNC/BTEC Higher in engineering, transportation planning or related subject. Student or associated membership of a relevant professional body.
<b>EXPERIENCE</b>	Experience of development control/ planning, or transport planning, or traffic management.  Experience in the use of relevant computer applications and the preparation and presentation of reports.  Experience of running projects.
<b>SKILLS AND ABILITIES</b>	Excellent communication and inter-personal skills. Able to work on own initiative. Team working.  An aptitude for the use of and interpretation of specialist computer software such as TRICS, Junctions, LinSig and crash databases.  Sound analytical skills.  Ability to take responsibility for processing service requests with minimum of supervision.  Innovative thinking across team  A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
<b>KNOWLEDGE</b>	Sound knowledge of relevant standards, and national and local planning guidelines.  Performance management. Understanding of the role and responsibilities of the Highway Authority and their application.

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