

Kent County Council

Job Description: Transport Planner

Directorate:	Growth, Environment & Transport
Unit/Section:	TRA – Transportation - Traffic Management
Location:	Flexible
Grade:	KR9
Responsible to:	Network Innovations Manager

Purpose of the Job:

Support the Network Innovations Manager to identify innovative transport projects and develop/prepare bids for funding opportunities to support improving the Door-to-Door Journey, enabling access to interchanges and public transport and ensuring the public have access to the right information to enable an informed decision to be made as to how to travel.

Main duties and responsibilities:

- Analyse all available data to identify, develop the business case and support delivery of a range of projects to promote sustainable transport initiatives.
- Identify, develop the business case and ensure community buy in and support the delivery of a wide range of capital-based improvement schemes. Projects will focus on high impact innovation for the residents of Kent. For example, this could include electric vehicle charging infrastructure, technology trials, active travel / modal shift projects and air quality improvement.
- Support relationship building, consultation and partnership working across a range of partners including other councils, National transport bodies, higher education establishments, schools, public health, blue light services, businesses transport operators, local community groups and other agencies to ensure best use of resources and joined up actions.
- Support Kent's Sustainable Transport initiative within the County Council, to other organisations, stakeholders and to the public.
- Support the bids for additional funding from external sources including national and EU programmes.
- Monitor all initiatives to identify if project outcomes are met, with clear understanding of the benefits to all highway users. Develop recommendations for future approaches.
- Always ensure contractual compliance and keep all information and databases fully up to date and accessible for audit purposes.
- Help to identify new and monitor key existing indicators and report progress against targets to ensure we understand and improve service delivery.
- Work closely with Council Members and attend public meetings to ensure stakeholders are kept fully informed of key issues and progress. Liaise with the public, promoting the projects and answering their queries.
- Ensure prompt investigation and response to enquiries or complaints raised by staff and customers.
- Support other projects when required by the Network Innovations Manager.

This job outline will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

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Person Specification: Transport Planner

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

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

QUALIFICATIONS	Degree or NVQ Level 4 or equivalent practical experience.
EXPERIENCE	<ul style="list-style-type: none"> • Relevant practical experience in transport or travel planning or a related field. • Experience of project management to tight deadlines and budgets. • Experience of influencing others to gain sponsorship and acceptance of ideas and initiatives.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • An excellent communicator including well developed influencing, networking and cross-functional working skills. • Logical and structured approach to developing ideas into technically competent proposals. • Able to work alone and as a team member to persevere with resolving issues, working accurately in a changing environment. • Self-motivated and a positive can-do approach.
KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of national and local transport issues, and the principles of transport and travel planning. • Good knowledge of MS Office Packages. • Appreciation of working in a local authority including political awareness and best value principles.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the</p>

context of this post).