

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment Planning and Enforcement / Strategic Planning and Policy / Transport Strategy
Grade:	KR11
Responsible to:	Transport Strategy Manager

Purpose of the Job:

Support the Transport Strategy Manager by being responsible for delivering a new Local Transport Plan (LTP) for Kent, including its subsequent monitoring, implementation and review, along with other transport strategies and policies, including the development of the transport strategy for the emerging Sub-national Transport Body. The post holder will also be responsible for project development, bid development and responses to strategic transport proposals. A proven project manager, you will support the Transport Strategy Manager in turning Kent's transport priorities into reality.

Main duties and responsibilities:

1. Provide professional input to the delivery of the Local Transport Plan and prepare well informed and timely briefings/reports for Elected Members and Senior Management.
2. Provide project management expertise to deliver key projects identified in the Local Transport Plan.
3. Assist with the preparation, assessment and prioritisation of projects from the Local Transport Plan for the submission of funding bids to appropriate sources of infrastructure funding.
4. Provide support with the coordination and development of business cases for transport schemes, including commissioning economic appraisal, to support infrastructure funding bids.
5. Prepare commissions and manage consultants in delivering projects to agreed timescales and cost.
6. Establish good relationships with key partners within Kent County Council including Highways & Transportation and Economic Development and externally such as the Department for Transport, Highways England, Network Rail and the South East Local Enterprise Partnership and the shadow Sub-national Transport Body – Transport for the South East, to aid the delivery of priority schemes in the Local Transport Plan.
7. Undertake wider, more complex, research work on the delivery of transport projects as required by the Transport Strategy Manager to ensure management decisions are well informed.

8. Represent the Division and the Transport Strategy Manager at internal working groups, County and Sub-national meetings and partnerships to ensure the opinions of the County Council are represented.
9. Maintain awareness of changes to policy, legislation and of Government initiatives and keep team members and colleagues informed of such changes to ensure their impact is considered in decisions across the functions of the Directorate.
10. Ensure health and safety is a key consideration in all project management.

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: *Principal Transport Planner*

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.

	CRITERIA
QUALIFICATIONS *or equivalent in experience	NVQ level 5 or equivalent in a related discipline*. Membership of relevant professional institute*.
EXPERIENCE	Experience of undertaking complex research and project work and dealing with high level complicated information. Proven experience of project and budget management. Experience of major scheme business case (or equivalent) development. Experience of economic appraisal techniques in relation to transport projects. Experience of transport modelling processes. Excellent track record in partnership working leading to successful project delivery. Proven experience of working closely with Local Enterprise Partnerships or Sub-national Transport Bodies. Proven track record of transport strategy, policy development and implementation. Experience of responding to Government consultations and formulating responses in line with policy and to ensure the best outcomes.
SKILLS AND ABILITIES	Excellent written, IT and communications skills including presentation skills. Ability to derive innovative approaches and produce creative solutions to key challenges. Competence in project management. Political awareness. Good organisational ability. Able to build effective relationships at Elected Member and Senior Officer level. Confidence and personal presence sufficient to represent the County Council at internal working groups, County and Sub-national meetings and partnerships to ensure the opinions of the County Council are represented.

	Ability to negotiate confidently on behalf of the County Council and influence external partners.
KNOWLEDGE	<p>Knowledge of transport strategy, policy, planning and development matters.</p> <p>Good knowledge of current and emerging funding opportunities for major transport infrastructure.</p> <p>Knowledge of transport business case development, transport modelling and economic appraisal techniques.</p> <p>Good understanding of current and emerging legislation and national initiatives.</p> <p>A good knowledge and understanding of the project management role.</p>
BEHAVIOURS AND KENT VALUES	<p>Relationship building (internal and external).</p> <p>Initiative/Can-do approach.</p> <p>Personal resourcefulness.</p> <p>Flexible approach to working.</p> <p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p>