

# Kent County Council

## Job Description: Principal Transport Planner

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<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways and Transportation / Major Capital Programme Team / Transport Strategy</b>
<b>Location:</b>	<b>Maidstone</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Transport Strategy Manager</b>

### **Purpose of the Job:**

Support the Transport Strategy Manager in 'delivering Growth without Gridlock', the County Council's current Local Transport Plan (LTP) for Kent and support the development of a new LTP. The post holder will also be responsible for project development and delivery; 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, senior management and committee meetings.
2. Provide project management expertise to deliver key projects identified in the Local Transport Plan, specifically, project managing the final stages of delivery of the Thanet Parkway Railway Station.
3. Provide input to Kent's submissions to the Planning Inspectorate for the Lower Thames Crossing Development Consent Order application. This may include review and comment on technical material, preparation of written representations, meeting with stakeholders etc.
4. Prepare commissions and manage consultants in delivering projects to agreed timescales and cost.
5. Support other members of the team with key priorities, including the preparation of the new Local Transport Plan 5.
6. Provide support with the coordination and development of business cases for transport schemes, including commissioning economic appraisal and feasibility design, to support infrastructure funding bids.

7. Respond to consultations on transport matters on behalf of the County Council, such as from the Department for Transport, Select Committee Inquiries, Transport for the South East etc.
8. Establish good relationships with key partners within Kent County Council and externally such as National Highways, Network Rail, the South East Local Enterprise Partnership and Transport for the South East, to aid the delivery of priority schemes and initiatives.
9. 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.
10. Represent the Division and the Transport Strategy Manager at internal working groups, County and regional meetings and partnerships to ensure the opinions of the County Council are represented.
11. 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.
12. Ensure health and safety is a key consideration in all project management.

This job description will be subjected to regular review and the Council reserves the right to amend or add to the duties listed.

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### Person Specification: Principal Transport 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>	NVQ level 5 or equivalent in a related discipline.  Membership of relevant professional institute.
<b>EXPERIENCE</b>	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, Sub-National Transport Bodies or similar organisations.  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.
<b>SKILLS AND ABILITIES</b>	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.
<b>KNOWLEDGE</b>	<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>
<b>BEHAVIOURS</b>	<p>Relationship building (internal and external).</p> <p>Initiative / can-do approach.</p> <p>Personal resourcefulness.</p> <p>Flexible approach to working.</p>