

Kent County Council

Job Description: *Transport Planner*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste
Grade:	KR9
Responsible to:	Transport Innovations Programme Manager

Purpose of the Job:

The post holder will develop, co-ordinate, deliver and promote of a wide range of sustainable transport projects and externally funded initiatives to support the Kent economy, tackle congestion, reduce pollution and improve public health in line with policies and proposals from national/local priorities. Projects will be complex, involving negotiation with many partners and stakeholders, and the post holder will need a very high level of drive and commitment to work independently to resolve problems and manage delivery.

Main duties and responsibilities:

1. Develop and support transport innovations initiatives, focusing on 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, including how to increase levels of physical activity through walking and cycling for everyday journeys.
2. Oversee the delivery of a wide range of capital and revenue projects including behaviour change programmes and assist with the development of local cycling and walking infrastructure plans.
3. Encouraging businesses, schools and other organisations to adopt Travel Plans to more efficiently manage their work and commuter travel to benefit their employees and the sustainability of their business.
4. Co-ordinate work with partners including other councils, police, public health, schools, businesses, transport operators, local community groups and other agencies to ensure best use of resources and joined up actions.
5. Ensure contractual compliance and keep all information and databases fully up to date at all times and accessible for audit purposes.
6. Monitor key indicators and report progress against targets.
7. Work closely with Members and attend public meetings to ensure stakeholders are kept fully informed of key issues and progress.

8. Support wider transport innovations projects when required by the Transport Innovations Programme Manager.

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.

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Person Specification: *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	<ul style="list-style-type: none">• 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• Ability to work accurately under pressure• Able to work alone and as a team member to persevere with resolving issues• Self motivated and a positive can do approach
KNOWLEDGE	<ul style="list-style-type: none">• A good 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

BEHAVIOURS AND KENT VALUES	<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>Value:</p> <p>Open</p> <ul style="list-style-type: none"> • Act with integrity, honesty and transparency • Demonstrate healthy attitude to risk • Welcome and expect change and evolving technology • Work in new ways • Be willing to learn • Work as a whole council • Treat people fairly and with respect <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> • Work collaboratively to find new solutions • Innovate • Put the interests and wellbeing of customers first • Be open to challenge • Actively encourage and expect contribution <p>Accountable</p> <ul style="list-style-type: none"> • Do more for yourself • Take personal and professional responsibility for your actions and performance • Deliver at pace • Look for ways to save money • Look for commercial opportunities • Focused on outcomes
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