

## JOB DESCRIPTION

|  |                                    |                 |                     |
|--|------------------------------------|-----------------|---------------------|
| <b>Job Title</b>   | Principal Transport Planner        |                 |                     |
| <b>Directorate</b>   | Infrastructure & Transport         |                 |                     |
| <b>Reporting to</b>  | Service Manager – Transport Policy |                 |                     |
| <b>Grade</b>   | 9                                  |                 |                     |
| <b>Evaluation ref:</b>   | AG0117                             | <b>Job ref:</b> | <b>Family</b> RPG09 |
| <b>Role purpose</b>  |                                    |                 |                     |
| <p>The Principal Transport Planner at Somerset Council is responsible for developing and implementing local transport policies and plans, ensuring effective transport planning and performance reporting, and driving infrastructure investment. The role involves leading technical transport planning studies, providing policy input to performance reports, and managing the development plan process. The postholder will also manage projects, supervise, and mentor staff, and ensure compliance with relevant legislation and organisational policies. This role requires collaboration with local authorities, stakeholders, and the community to address transport issues and promote sustainable movement. The postholder will play a key role in shaping the transport strategy and ensuring the delivery of policy outcomes that support economic growth, social inclusion, and health improvement.</p>  |                                    |                 |                     |
| <b>Accountabilities</b>  |                                    |                 |                     |
| <ul style="list-style-type: none"> <li>• Develop local transport policies and plans through corporate and partnership working.</li> <li>• Prepare and monitor the Council's Local Transport Plan to ensure policy outcomes are delivered.</li> <li>• Review and recommend changes to current transport policies or strategies to improve service delivery.</li> <li>• Prepare and present committee reports and presentations.</li> <li>• Develop and manage consultation and participation strategies for transport activities.</li> <li>• Evaluate new legislation and best practice guidance, advising on implications for the Council.</li> <li>• Lead technical transport planning studies to provide evidence for policy development.</li> <li>• Develop infrastructure delivery plans and formulate funding bids for investment.</li> <li>• Provide transport policy and traffic modelling input to the development plan process.</li> <li>• Manage projects and project teams, including supervision, training, and mentoring of staff.</li> <li>• Ensure compliance with relevant legislation, organisational policy, and professional codes of conduct.</li> </ul> |                                    |                 |                     |

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- Promote equality, diversity, and inclusion in all interactions and service delivery.

### Knowledge / Experience / Skills

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Knowledge</b>  |           |           |
| In-depth understanding of transport policy issues and best practices.                             | x         |           |
| Knowledge of current legislation related to highways and transport.                               | x         |           |
| Familiarity with transport models and technical assessments.                                      | x         |           |
| Awareness of sustainable transport initiatives and infrastructure planning.                       |           | x         |
| Understanding of community planning processes and stakeholder engagement.                         |           | x         |
| Knowledge of funding mechanisms and bid preparation.  |           | x         |
| <b>Experience</b>   |           |           |
| Significant experience in strategic policy development.   | x         |           |
| Demonstrable experience in partnership working and multi-agency collaboration.                    | x         |           |
| Experience in engaging with communities and customer feedback channels.                           | x         |           |
| Proven track record in communicating complex information effectively.                             | x         |           |
| Experience in operating equality and diversity measures in service delivery.                      | x         |           |
| Experience in developing performance management measures.   | x         |           |
| Experience in transport policies such as Active Travel, Rail, Freight, or Sub-regional transport. |           | x         |

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|  |   |   |
|--|---|---|
| Experience in Local Transport Plan process and preparation.  |   | x |
| <b>Qualifications / Registrations / Certifications</b>   |   |   |
| Educated to Degree Level with appropriate Professional Qualification.  | x |   |
| Member of appropriate professional institute (CILT, CIHT, ICE, TPS etc.).  |   | x |
| Additional certifications in transport planning or related fields.   |   | x |
| Project management qualifications.   |   | x |
| Health and safety training certifications.   |   | x |
| Advanced training in consultation and participation strategies.  |   | x |
| <b>Skills</b>  |   |   |
| Ability to draft complex reports with minimal guidance.  | x |   |
| Proficiency in presenting and justifying decisions at public meetings.   | x |   |
| Strong analytical skills for assessing transport data and evidence.  | x |   |
| Excellent communication skills, both written and verbal.   | x |   |
| Ability to manage and motivate project teams effectively.  | x |   |
| Competence in using transport planning software and tools.   | x |   |
| Skills in developing and implementing consultation strategies.   |   | x |
| Ability to interact with media and public relations.   |   | x |
| <b>Working Conditions</b>  |   |   |
| <p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> <li>• <b>Work Hours:</b> Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.</li> <li>• <b>Location:</b> The primary work location is County Hall, with opportunities for remote work as per organisational policies.</li> </ul> |   |   |

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- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

### Dimensions of the role

#### Resources

- Manage approximately three major policy or strategy reviews per year including consultancy commissions.
- Prepares approximately six significant committee reports per year.
- Prepares and delivers presentations to senior managers and elected members monthly.
- Takes a significant role in providing the evidential basis for approximately two funding bids to the Government or other funding agencies per year, bid values typically range from £200k to £5m.
- Manages the development of up to two town-wide transport models (approximate value of each model £150k) as well as a number of smaller models in a year.
- Manages approximately five significant consultation/participation events per year.
- Local Transport Plan brings in approximately £20m capital funding per annum to the authority.
- Project Manages, supervises, or mentors on average 5 to 7 staff at any given point in time.

### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all



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Date: April 2025