

# Job description

## Senior Transport Planner

- Grade: PO3
- Reports to: Transport Projects Team Manager
- Direct reports: None
- Your team: Transport Projects
- Service area: Climate Change and Transport
- Directorate: Climate and Environment

### Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

The Senior Transport Planner will be responsible for a varied and complex work programme. They will work closely with the Team Manager and Head of Service to deliver the Transport Projects Service work programme which may include liveable neighbourhoods, cycleways, junction redesign projects and public realm schemes. You will be expected to approach your work programme with passion, optimism and creativity and work collaboratively with colleagues

across the council. To thrive in this role, you will have well developed skills and abilities in problem solving, verbal and written communication, and stakeholder engagement and management.

## Key responsibilities

- To provide expert transport planning advice on behalf of the council, and to manage the development of policies, initiatives and projects as part of your work programme.
- Responsibility for a work programme that delivers the objectives of the council's Transport Strategy, including the development of policy, preparation of funding bids, management of grant funding, preparation and management of grant-funded programmes.
- Working closely with stakeholders and partners to secure the best possible outcomes for the council's projects and initiatives, the management of projects that deliver the outcomes of the council's Transport Strategy.
- Responsibility for a varied and complex work programme including budget, stakeholder and risk management, ensuring they are delivered to the highest standard in line with council policy.

## Budget responsibilities

Work with the Team Manager and Head of Service to help manage and scrutinise the budgets and any income for your work areas.

To take responsibility for managing budgets and income associated with your work programme in accordance with council's financial guidance and policies.

To assist the Team Manager and Head of Service with any audits required for your work areas, and assist with the preparation of accurate financial reports to scrutinise and analyse these work areas.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Qualification in transport planning; urban design or planning; civil engineering; project management or a related discipline to degree level with at least one year of successful high quality profession experience.	Essential
<b>OR</b>		
Four years of work experience in a related role.		
2	Experience of working on improvements to the borough's public realm and transport network for multiple large and medium initiatives, policies and projects simultaneously.	Essential
3	Experience of delivering initiatives, policies and projects within agreed constraints including ability to manage risk, budgets, programmes, procurement, governance, and reporting procedures in local government context.	Essential
4	Ability to communicate verbally and in written form on complex issues to a broad range of audiences (including leaflets, decision reports, consultation reports, policy, equality impact assessment).	Essential

Point	Criteria description	Essential/desirable
5	<p>Ability to use Outlook, MS Excel and MS PowerPoint, and at least one of the following programmes at a high level:</p> <ul style="list-style-type: none"> <li>- QGIS</li> <li>- Adobe Illustrator / InDesign/ Photoshop</li> <li>- AutoCAD</li> <li>- MS Project</li> </ul>	Essential
	<p>Ability to use local authority software systems, and portal style reporting systems is desirable.</p>	
6	<p>Ability to deliver under pressure, adapt to changes in circumstances and be resilient and optimistic in challenging situations.</p>	Essential
7	<p>Ability to build relationships with a variety of people, in ways that develop trust, credibility and personal impact.</p>	Essential
8	<p>Ability to undertake the role of Project Manager for initiatives, policies and projects that deliver the objectives of the council's Transport Strategy, including consultation, programming, planning and co-ordination.</p>	Essential
9	<p>Ability to manage procurement processes, contracts and consultants, including the preparation of consultant's briefs, the evaluation of tenders and reviewing contractors or consultants' performance in relation to the assigned functional areas of responsibility and in line with the council's procurement procedures.</p>	Essential

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.