

# Job description

Post title: **Senior Transport Planner**

Service area: **Environment and Climate Change – Climate Change and Transport**

Grade: **P03**

Reports to: **Transport Projects or Transport Strategy and Air Quality Team Manager**

Your team: **Transport Projects Service or Transport Strategy and Air Quality Service**

Number of supervisees: **None**

## Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective, and address situations or problems from the points-of-view of multiple cultures

## 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. The Senior Transport Planner will be responsible 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.

You will be responsible 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. The senior transport planner will work closely with the team leader and Head of Service to deliver either the Transport Projects Service or Transport Strategy and Air Quality Service work programme. 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.

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## 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.

## Work style

The council has in place hybrid working arrangements, colleagues are expected to be in-borough for part of the working week. It is anticipated that appointees would work from one of the councils' offices a minimum of two days per week.

Core hours are from 10am-4pm, with the occasional need to attend out of hours meetings / council committees, briefing sessions with key lead councillors etc. as required.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
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.  <b>OR</b>  Four years of work experience in a related role	Application

### Experience

Essential criteria	Criteria description	Assessed by
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.	Application
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.	Interview

### Skills

Essential criteria	Criteria description	Assessed by
4	Ability to communicate verbally and in written form on complex issues to a broad range of	Application

	audiences (including leaflets, decision reports, consultation reports, policy, equality impact assessment).	
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> <p>Ability to use local authority software systems, and portal style reporting systems is desirable.</p>	Interview
6	Ability to deliver under pressure, adapt to changes in circumstances and be resilient and optimistic in challenging situations.	Interview
7	Ability to build relationships with a variety of people, in ways that develop trust, credibility and personal impact.	Interview
8.	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.	Application
9.	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.	Application

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

