

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>  | <b>Transport Planner</b>                                         |
| <b>MANAGED BY:</b> | Transport Strategy & Policy Manager, or Modelling & Data Manager |
| <b>GRADE:</b>      | Grade 8 (Fixed term, one year)                                   |

### ROLE OVERVIEW

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| Key accountabilities: | The West of England Combined Mayoral Authority (MCA) is seeking to appoint a Transport Planner to join the Transport Strategy team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Key relationships:    | <p>This is an exciting time to join the Mayoral Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.</p> <p>Led by the regional Metro Mayor, the Combined Authority brings together three local councils and works with key stakeholders, communities, other public services, and industry to deliver for the region.</p> <p>You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe. Key accountabilities include:</p> <ul style="list-style-type: none"> <li>- Helping to update our Local Transport Plan and policies;</li> <li>- Representing the MCA in transport policy discussions with partners and stakeholders;</li> <li>- Formulating and monitoring our transport major scheme programme.</li> </ul> <p>Key relationships include partnership working with our</p> |

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|  | <p>constituent councils as well as with the Department for Transport, Network Rail, National Highways and the Western Gateway Sub-national Transport Board.</p> <p>Come and help shape the future of the West of England, a place so many people are proud to call home.</p> |
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## THE ROLE

The role will specialise in transport planning across a variety of modes, including public transport, walking and cycling.

You will assist in setting the future direction for transport policy and strategy development and investment across the region and delivering on the Mayoral priorities set out in our Transport Vision and our Joint Local Transport Plan.

## KEY RESPONSIBILITIES

- To assist the Head of Transport Strategy, the Transport Strategy & Policy Manager and the Modelling & Data Manager, hereafter referred to as the service managers, in updating and implementing the Joint Local Transport Plan and associated transport related strategies for the West of England region.
- To assist the service managers in managing, delivering and monitoring the West of England Combined Authority's transport planning functions.
- To co-ordinate the transport input into the development of the spatial planning approach for the region and other supporting region-wide plans, strategies, and documents such as the Spatial Development Strategy, Development Briefs and Design Guidance.
- To support the service managers in the development and implementation of highway, rail, bus, mass transit, cycling and walking projects associated with the region's transport strategy.
- To work with the constituent councils and wider stakeholders in the development of strategies for specific areas or transport modes affecting the West of England region, such as the appraisal of bus operating frameworks, assessment of Clean Air Zones and operation of the Key Route Network.
- To utilise professional and management skills to ensure that the Combined Authority's own transport planning policies move towards greater sustainability and tackle climate challenges.
- To manage programmes and projects of an appropriate size to time and budget.
- To prepare reports and presentations for Committees and other public meetings.
- To ensure that there is participation by stakeholders, community interest groups and others in the development, review and implementation of the West of England Combined Authority's transport strategies, policies and schemes.
- To procure and manage technical input and expertise in the commissioning of consultancy work for transport policies and projects.

- To assist in any other areas of comparable work as may be required by the service managers because of workloads and priorities.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Degree level or equivalent in engineering, transport or environmental sciences (e.g. Transport Planning, Geography, Environmental Studies/Science).
- Understanding of transport planning, highway and environmental issues affecting the operation of a regional transport network.
- Extensive understanding of transport and highways legislation, regulations, national policies and professional best practice.

#### Experience

- Demonstrable experience of contributing to key transport strategy documents such as Local Transport Plans and Bus Strategies.
- Experience of working with urban, rural, sustainable & public transport issues.

#### Skills and Competencies

- Excellent communication and presentational skills, with the ability to communicate effectively with elected Members, constituent councils, colleagues across the Combined Authority, members of the public and other stakeholders.
- Ability to give advice and, when necessary, negotiate assertively but with tact and diplomacy.
- Excellent organisational & administrative skills for planning meetings, events/workshops, notetaking, allocating & chasing up actions.
- Able to prioritise workload, to work under pressure and meet deadlines, acting on own initiative, or constructively as part of a team, when necessary.
- Able to research, collate and analyse complex issues and develop innovative approaches to problem solving.
- Excellent IT skills including managing and analysing data and use of mapping software; such as use of MS Excel, GIS or MS project

### DESIRABLE

#### Qualifications and Knowledge

- Relevant post graduate qualification.
- Experience of working in a highly visible public sector environment.
- Project and programme management skills and experience.