

JOB DESCRIPTION

JOB TITLE:	Transport Planner
MANAGED BY:	Transport Strategy & Policy Manager, Major Projects Manager or Modelling & Data Manager
GRADE:	Grade 8

BACKGROUND

The West of England Combined Mayoral Authority (MCA) is seeking to appoint a Transport Planner to join the Transport Strategy team.

This is an exciting time to join the West of England 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.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

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.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

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

They will assist in setting the future direction for transport policy and strategy development and investment across the region and delivering on the Mayoral priority to create West of England Sustainable Transport (WEST).

KEY RESPONSIBILITIES

- To assist the Head of Transport Strategy, the Transport Strategy & Policy Manager, Major Project Manager and the Modelling & Data Manager, hereafter referred to as the service managers, in preparing 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 Supplementary Planning Documents, Development Briefs and Design Guidance.
- To support the service managers in the development and implementation of highway, rail, bus, 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 a 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 and public transport issues.

- Experience of working with budgets and funding in support of transport schemes.
- Experience in research, analysis and monitoring of 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 and administrative skills for planning meetings, events/workshops, taking notes, allocating and 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.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE



We're proud to have been accredited as a Living Wage Employer. Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour. Find out more [here](#).

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER



We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).