

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Transport	POSTHOLDER
SECTION	Programmes and Public Realm	GRADE PO4
POST DESIGNATION	Senior Transport Planner	

Purpose of Job:

To be responsible to the Transport Planning Manager:

- i) Accountable to the Transport Planning Manager, the postholder will work on behalf of Royal Greenwich Council in a strategic role to deliver strategic transport projects, including the council's MTFS and Capital Programme derived from its Transport Strategy and associated Action Plans, providing sponsorship and scheme definition.
- ii) To take a lead for the delivery of an efficient and effective strategic and specific Transportation advisory and evaluation service for the Borough.
- iii) To contribute to other transport issues on a borough wide basis and at a sub-regional and regional level
- iv) The postholder is based in the Transport Planning team within the Programmes and Public Realm Business Unit and reports to the Head of Programmes and Public Realm but will work closely with Development Management officers and officers in the Highways, Parking and Transportation Service. This may include working on joint projects and/or matrix management approaches.

Manages up to 3 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) The postholder will have line management responsibility for a small team and for agency/seconded/graduate staff at various times.
- 2) The postholder may be required to work evenings, weekends, and occasional public holidays, in order to meet service requirements.

- 3) This post ties directly into the Transport Planning work on the Local Implementation Plan for transport, Transport Strategy and policy areas including electric vehicles, electric car clubs and parking as well as road safety.
- 4) Take a lead role in developing or updating the Council's transport-related Action Plans.
- 5) Lead on the development and implementation of the strategic transport elements of the various plans we work to.
- 6) This involves development, assessment, prioritisation and high-level design identification of specific schemes including electric vehicle charging points, electric car clubs, e-bikes, other cycling and walking infrastructure programmes and smarter parking/logistics. Links will be made from these projects to wider areas of the Council's transport strategy work around cycling, walking, car clubs and public transport.
- 7) As part of these activities the post-holder will be responsible for monitoring the impact of these schemes in the context of the Borough's overarching strategic transport aims and objectives.
- 8) To link the schemes to the Borough's wider strategic transport programmes for these areas, including actions from the Transport Strategy and LIP Delivery Plan.
- 9) Work with other members of the Transport Planning team, Public Health Directorate, Regeneration team, Digital Greenwich and RBG Communications Departments to deliver effective and well evaluated strategic transport schemes to those who live or work in the Borough area.
- 10) Develop a 'Smart' Freight/Logistics Action Plan in Royal Greenwich including working with internal and external fleet operations to better manage freight and logistics movements in the Borough, as part of wider vulnerable road user/safety/congestion programmes.
- 11) Represent the Borough at various external meetings (TfL and wider stakeholder groups) to ensure progress on schemes within the strategic transport elements of the programme and associated initiatives. At both internal and external meetings, this will include producing and presenting reports and providing advice as appropriate.
- 12) Engage with members of the public and Councillors as appropriate through consultation exercises, stakeholder workshops and other means in order to implement the programme and to update stakeholders on progress as and when schemes are delivered.
- 13) Provide information and advice as required to Elected Members, Committees and Chief Officers on strategic transport matters, inter alia on implementation programmes and the impact of regional, national, policies, constraints, and requirements. Support and service Member level Transportation liaison bodies and Strategic partnership Groups as required.
- 14) Develop and conduct consultation programmes with residents and users of the schemes developed through the post (as described above) and follow-up reports seeking approval for recommendations.
- 15) Develop sources of information and access to other record and database systems to obtain a comprehensive and accurate picture of progress against specific strategic transport schemes delivered through this programme of work.

- 16) Be responsible for the transport-related data in the Council's GIS systems, ensuring these are kept up to date and accurate.
- 17) Establish links with other national, regional, and local agencies that promote 'smarter' strategic transport options to share best practice and learning.
- 18) Provide data for input into performance indicators and targets. Work with other service providers and monitoring organisations to ensure that the provision and use of such information does not conflict with any legislative or commercial limitations or information security issues.
- 19) Identify suitable sources of funding to support the development of new, smarter, strategic transport initiatives, especially in relation to any additional funding bids.
- 20) Prepare and present costed proposals and funding bids as required and where successful, participate in the monitoring of financial performance.
- 21) Co-ordinate the development of programme and project funding strategies including the identification, submission and securing of grant and other (match) funding.
- 22) To represent the Council at internal and external meetings, groups, and partnerships, ensuring that the Council's priorities and position is truly represented, including securing the resources required to deliver its strategic responsibilities and projects.
- 23) To prepare and present where required Committee, Cabinet, Scrutiny and external organisation reports associated with the delivery of Service functions.
- 24) Assist with the strategic coordination with other transport operators, most notably Transport for London and neighbouring boroughs.
- 25) Undertaking major projects and programmes within the work of the Transport Planning Team, developing, and implementing aspects of the transportation strategy and related policies as required.
- 26) Commissioning, specifying work and monitoring the work for other Council groups / external consultants/contractors in furtherance of the Council's integrated transportation policy.
- 27) The postholder will be responsible for the effective use and monitoring of project budgets related to the strategic transport elements and any other relevant initiatives as delegated by their line manager. Operate within the financial limits and budgetary arrangements of the directorate.
- 28) Ensure that at all times that work undertaken actively promotes the Council's Equal Opportunities Customer Care and environmental policies in relation to service delivery and personnel practice.
- 29) To undertake ad hoc projects and any other work appropriate to the level and general nature of the post's responsibilities.
- 30) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available.

- 31) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 32) To perform all duties in line with the Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 33) This post does not require a DBS.
- 34) To undertake supervision/management of staff as and when required.
- 35) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports – **Transport Planning Manager**