ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	**Transport**	**POSTHOLDER**
SECTION	**Programmes and Public Realm**	**GRADE Scale 6**
POST DESIGNATION	**Transport Planner**	

Purpose of Job:

To be responsible to the Senior Transport Planner for:

i) Supporting and helping to develop and improve our transport policies, services, and facilities in the Borough. Ensuring the needs of all transport users are met, whilst also improving the environment.

ii) To collaborate with key partners to help secure funding to improve transport in the borough.

iii) To contribute to the delivery of an efficient and effective transport planning service for the Royal Borough that provides strategic input to relevant Council policies.

iv) To support in identifying, assessing and developing to feasibility level a wide range of transport improvement schemes, through collaborative working with other teams in the Section and the Department.

Manages up to 0 directly managed staff.
Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties

- Sc6

1. To contribute to the development of a range of environmentally friendly transport projects, mainly the dockless e-bike hire programme but also projects such as freight, electric vehicle, walking and cycling improvements often from the initial idea through to handover to delivery team(s), and subsequent review of post-scheme benefits.

2. To help develop concepts and high-level design ideas for new or improved transport infrastructure, including that which reduces traffic congestion and improves road safety.

3. To write clear reports and help present options and recommendations on transport schemes to stakeholders, residents, staff, and members.

4. To contribute to the development and review of the transport strategies and policies of the Royal Borough, including undertaking research and data analysis to inform the development

and review of strategies and policies and evaluating the benefits and relative costs of different approaches.

5. To develop and help champion initial concepts via consultations and engagement. To design ideas for new or improved transport infrastructure, including that which reduces traffic congestion and improves road safety. To present concepts and be able to explain the benefits of new ideas.

6. To support with the delivery of the strategic transport vision of the Royal Borough, help participate in public consultation initiatives on transport policies, strategies, programmes, and projects, including designing leaflets or questionnaires, attending specific scheme exhibitions with residents, stakeholders, and members, and undertaking analysis and reporting on these activities. Help provide updates to all stakeholders on progress as and when resultant schemes or initiatives are delivered.

7. Support the drafting of bids to secure the future funding for a range of transport projects and initiatives.

8. To monitor the impact of transport improvement programmes and schemes in the context of the Royal Borough's overarching strategic transport aims and objectives.

9. To help ensure that the Royal Borough's transport programmes are fully supportive of and consistent with the Transport Strategy and the Local Implementation Plan (LIP) Delivery Plan.

10. To represent the Royal Borough at various external meetings (TfL and wider stakeholder groups) to ensure progress on strategic transport schemes, programmes, and associated initiatives. At both internal and external meetings, this will include helping to produce reports and providing advice as appropriate.

11. To maintain performance indicator information relevant to the post that allows accurate sharing of data and a comprehensive picture of progress of schemes and programmes in relation to specific strategic transport policy targets.

12. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection Act, the Council's Equal Opportunities and Customer Care policies, and relevant legislation.

13. To undertake any other work appropriate to the level and general nature of the post's duties.

14. 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 via the Council's Apprentice Levy funding.

15. 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.

16. 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.

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