



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Officer (Travel Planning)	<b>Job Number:</b>	tbc
<b>Service:</b>	Transport & Innovation	<b>Grade:</b>	7
<b>Location:</b>	One Friargate		

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To support the Principal Officer (Highways Development Management), Transport Planning Manager and the Head of Transport and Innovation in developing Coventry's travel plan strategies and a programme of travel plans that contribute to the provision of a safe and sustainable transport network that supports the achievement of the City Council's vision and objectives for a growing and sustainable city.

To assist in securing developer contributions and monitoring fees for, travel plans, sustainable transport infrastructure and to support the implementation of developer funded schemes.

### Main Duties and Responsibilities:

1. To assess and give sound timely advice on the transport impact of development proposals contained within local planning frameworks, planning applications and pre-application enquiries, ensuring the City Council's strategic highway and transport policy objectives are adhered to.
2. To monitor developers/employers Travel Plans, secured through planning, reviewing annual reports and surveys and if required actioning additional contributions to sustainable travel initiatives
3. To assist in the development of schemes and programmes to deliver Coventry's travel plan strategies, including contributing to the promotion of the Council's Active Travel Programme.
4. To support the delivery of the procurement and resource requirements needed in order to develop schemes and programmes, including preparing scoping documents, consultant project briefs and other such agreements for the provision of professional consultancy services.
5. To work with others in the Place Directorate, other directorates and external partners and stakeholders to facilitate the effective and timely development and implementation of Coventry's transportation policies and programmes.

6. To engage with internal and external partners and stakeholders and represent the City Council as local highway authority at public meetings, Planning Authority committee meetings and as witness at planning appeal inquiries and hearings.
  7. To ensure that appropriate advice and recommendations are made to the City Council, Cabinet, Cabinet Members, Planning Committee, Scrutiny Boards and individual Members on all transportation and regional transportation matters, including through verbal and written reports.
  8. To work closely with Transport Strategy team to ensure that partnership working on strategic transportation policy development, with a strong emphasis on travel planning and implementation, is undertaken in an effective and holistic way reflecting the corporate vision.
  9. To exercise with due diligence all powers delegated to the post holder in accordance with the Council's Constitution, policies and procedures.
  10. To commission transport surveys as required to provide supporting evidence for transport schemes and to monitor the effectiveness of such schemes.
  11. To deputise for the Principal Officer (Highways Development Management) as appropriate.
  12. To represent the City Council in formal and informal meetings, inquiries and hearings.
  13. Any other duties and responsibilities within the range of the salary grade.
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Post holder must comply with Coventry City Council's health and safety policy and in particular are required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Principal Officer (Highways Development Management)

**Date Reviewed:** September 2022

**Updated:** tbc



Coventry City Council

## Person Specification

<b>Job Title:</b>	Senior Officer (Transport Strategy)	<b>Job Number:</b>	tbc
<b>Service:</b>	Transport & Innovation	<b>Grade:</b>	7
<b>Location:</b>	One Friargate		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A detailed knowledge of travel plan policy, strategy and implementation issues.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of scheme development and funding approval processes.</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of relationship between transport strategy and other key policy areas such as planning and economic development.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of local, regional and national transport strategy trends and issues.</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Highly developed written and verbal communication skills</li></ul>
	<ul style="list-style-type: none"><li>• Effective interpersonal, negotiation and influencing skills</li></ul>
	<ul style="list-style-type: none"><li>• Innovative approach to resolving problems and issues.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work at different levels within teams and across organisational boundaries.</li></ul>
	<ul style="list-style-type: none"><li>• The effective presentation of information and advice at Committee, public, officer and partner meetings.</li></ul>
	<ul style="list-style-type: none"><li>• The ability to explain complex transport strategy issues in a clear way to a range of audiences.</li></ul>
	<ul style="list-style-type: none"><li>• Competent IT skills in a range of standard business packages e.g. Word, Powerpoint and Excel.</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous experience in developing and implementing travel plans and travel plan strategies.</li></ul>
	<ul style="list-style-type: none"><li>• Experience of developing travel plans and solutions in an innovative way.</li></ul>

	<ul style="list-style-type: none"> <li>Track record of delivering quality services, special projects, new initiatives and giving sound advice on travel plans.</li> </ul>
	<ul style="list-style-type: none"> <li>Working successfully with a range of partners and stakeholders to deliver transport objectives.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>A relevant degree plus appropriate post graduate training or experience equivalent to this standard.</li> </ul>
	<ul style="list-style-type: none"> <li>Membership of a relevant professional body</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Able to work outside normal office hours, as and when required by the service.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability and willingness to travel both inside and outside the Council area as required</li> </ul>

**Date Reviewed:** April 2022

**Updated:** tbc