

# Job Description and Person Specification

Role: Senior Officer - Travel Planning



## Job Description

<b>Job Title</b>	Senior Officer – Travel Planning
<b>Grade</b>	G7
<b>Service</b>	Transport & Innovation
<b>Reports to</b>	Principal Officer, Highways Development Management
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	D2860D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role

To support the Principal Officer (Highways Development Management), Transport Planning Manager and the Strategic Lead – Policy & 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 & Key Accountabilities

### Core Knowledge

- 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.
- To monitor developers/employers Travel Plans, secured through planning, reviewing annual reports and surveys and if required actioning additional contributions to sustainable travel initiatives.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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.
- To exercise with due diligence all powers delegated to the post holder in accordance with the Council's Constitution, policies and procedures.
- To commission transport surveys as required to provide supporting evidence for transport schemes and to monitor the effectiveness of such schemes.
- To deputise for the Principal Officer (Highways Development Management) as appropriate.
- To represent the City Council in formal and informal meetings, inquiries and hearings
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Local Businesses Local Authorities Combined Authority & Transport for West Midlands Developers External Bodies Stakeholders Members of the public Government and Regulatory bodies	<b>Internal</b> All Council Departments Councillors MP's
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder: N/A

## Person specification

<b>Job Evaluation Code</b>	D2680D
<b>Knowledge</b>	
A detailed knowledge of travel plan policy, strategy and implementation issues.	
Knowledge of scheme development and funding approval processes.	
Awareness of relationship between transport strategy and other key policy areas such as planning and economic development.	
Knowledge of local, regional and national transport strategy trends and issues.	
<b>Skills and Abilities</b>	
Highly developed written and verbal communication skills	
Effective interpersonal, negotiation and influencing skills	
Innovative approach to resolving problems and issues	
Ability to work at different levels within teams and across organisational boundaries.	
The effective presentation of information and advice at Committee, public, officer and partner meetings.	
The ability to explain complex transport strategy issues in a clear way to a range of audiences.	
Competent IT skills in a range of standard business packages e.g. Word, PowerPoint and Excel.	
<b>Experience</b>	
Previous experience in developing and implementing travel plans and travel plan strategies.	
Experience of developing travel plans and solutions in an innovative way.	
Track record of delivering quality services, special projects, new initiatives and giving sound advice on travel plans.	
Working successfully with a range of partners and stakeholders to deliver transport objectives.	
<b>Qualifications</b>	
A relevant degree plus appropriate post graduate training or experience equivalent to this standard.	
Membership of a relevant professional body	

<b>Special Requirements</b>
Able to work outside normal office hours, as and when required by the service.
Ability and willingness to travel both inside and outside the Council area as required

<b>Date Created</b>	July 23	<b>Date Reviewed</b>	July 23
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