

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Transport Planning Project Support Officer (£21,589 to £23,836)	JEID	EN001
Salary Grade:	Grade G		
Team:	Transport Planning		
Service Area:	Communities		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:			
Responsible for:	N/A		

Role Purpose

Transport Planning leads the development of transport policy and plans for the County. It also identifies, develops and delivers transport schemes to meet the objectives of the County Council's Local Transport Plan and the Coventry and Warwickshire Local Enterprise Partnership's Strategic Economic Plan.

This role will provide project support across the full range of work undertaken within Transport Planning which includes preparing and implementing transport strategies and plans and devising and delivering transport improvement schemes across all modes of travel. The team also develops and maintains a suite of transport models, assesses the impact of development proposals and identifies necessary transport mitigation through the use of transport modelling and other planning techniques.

Role Responsibilities

To support the development and delivery of transport projects by undertaking straightforward studies, research, assessments, engaging with stakeholders, preparing and delivering communication plans and preparing briefing notes / reports as necessary. This work will also include contributing to the preparation of funding bids and the development of project plans and programmes.

To support the collection, retention and retrieval of traffic survey data, including by updating the databases, responding to customer enquiries and ordering surveys.

To support the development and maintenance of transport models and to respond to and support

external requests to utilise the Council's models, including through agreeing licences and ensuring licensed users are correctly invoiced.

To review and provide responses to transport assessments submitted by transport consultants in support of planning applications.

To undertake monitoring, maintenance, support and actions for project documentation.

To maintain the team's document management systems, including organising the electronic file storage and to undertake day to day maintenance and updating of records, registers, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.

To create and maintain a range of project and area plans through the use of GIS mapping software.

To arrange and attend meetings as required to support the work of Transport Planning. This will include project meetings, meetings to deal with difficult issues, to provide information and advice and to obtain views of partners/ stakeholders. To provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation and to provide information and advice.

To record and circulate accurate meeting notes or minutes.

To liaise with partner organisations and other relevant parties to ensure effective working practices.

To be the first point of contact for customer enquiries, complaints and associated correspondence, and to ensure suitable responses are provided in a timely manner, including the provision of advice and carrying out investigations as necessary.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineer – Level 1
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Main Tasks

- To work under the close supervision of more senior officers, delivering simple projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking simple routine work.
- To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals,

completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.

- To assist with the monitoring of costs and budgets for transport projects or engineering works or other procured services.
- To undertake routine monitoring, maintenance and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary *e.g.*
- addressing minor traffic management problems
- assessing the condition and safety of the highway
- dealing with minor street lighting works etc
- undertaking general bridge or site inspections
- To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes *e.g.*
- traffic Regulation Orders
- section 38 / 106 and 278 Agreements and other planning related matters
- highway licenses and 'stopping up' notices
- To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.
- To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
- Attend meetings to deal with straightforward issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
- To deal with a range of routine customer enquiries complaints and associated correspondence, including the provision of advice and carrying out minor investigations as necessary *e.g.* responding to highways insurance claims.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

NVQ Level 3 or equivalent in a relevant subject	A, I
The ability to independently interpret and analyse varied and complex information or situations.	A, I
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A, I
Have experience of using ICT including relevant Engineering/Transport Planning systems <i>e.g.</i> CAD	A, I

To be able to use own initiative to respond independently to problems and unexpected situations	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A, I
The ability to co-ordinate a number of elements within a project plan.	A, I

Desirable Criteria

Assessed By:

To be politically sensitive and confident in dealing directly with the general public, customers, external contractors and elected members.	A, I
Experience of working within a transport planning environment.	A, I
To have experience of using GIS mapping software such as Arcview and to be familiar with the use of Excel to complete a range of tasks.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work

	purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	