

Job Description

For Non-Streamlined 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 Degree Apprentice	JEID	M0622
Salary Grade:	Pay Scale E		
Team:	Transport Planning Team		
Service Area:	Communities		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Margaret Smith		
Responsible for:	N/A		

Role Purpose

Transport Planning leads the development of transport policy and plans for Warwickshire. It also identifies, develops and delivers transport schemes to meet the objectives of the County Council's Local Transport Plan and to respond to the UK Government's plan for decarbonising transport.

This role will provide assistance 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.

Daily tasks will involve the full breadth of transport planning activities, including assisting with feasibility studies, business case development and bid writing, developing transport strategies, monitoring of transport data to review needs and assess impacts, and liaising with other internal departments and external organisations.

Role Responsibilities

- Liaise with senior transport planners in the team to deliver projects
- Produce GIS outputs when necessary
- Utilise dedicated software (e.g. transport modelling software) to supplement relevant transport planning work.
- Compiling feasibility reports and other relevant reports
- Supporting the administration of projects including following the relevant Quality Management processes.
- Providing solutions to the ongoing transport planning problems
- Carrying out traffic surveys site visits
- Liaising with third party organisations

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: 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 ability or equivalent in a relevant subject, for example: <ul style="list-style-type: none">• Three A-Levels (or equivalent) – Maths, Geography or Economics would be advantageous (minimum Grades BCC)• At least Grade 4 or C GCSE English and Grade 5 or C GCSE Maths	A/D
Demonstrate an interest to pursue a career in Transport Planning	A/I
Demonstrate an understanding about the type of Transport Planning work undertaken by Warwickshire County Council.	A/I
Demonstrate attention to detail in everyday work.	A/I
Ability to work within a team and lead when required.	A/I
Ability to work in an organised and methodical manner.	A/I
The ability to work under pressure and meet deadlines	A/I
The ability to develop multiple solutions to problems and evaluate them.	A/I
The ability to communicate both verbally and in writing.	A/I
To be able to use own initiative to deal with unexpected situations.	A/I
The ability to manage and organise different priorities.	A/I

Desirable Criteria

Assessed By:

Previous experience working/interning in a Transport Planning / Built Environment / Planning / Engineering environment	A/I
Participation at any Transport Planning / Planning / Built Environment / Engineering related extra-curricular activities	A/I
Attendance at any Transport Planning / Planning / Built Environment / Engineering seminars or conferences	A/I
Previous experience of using ICT relevant to Transport Planning/Engineering systems e.g. CAD or GIS software	A/I
Demonstrate an awareness of major Transport Planning projects in the UK	A/I
Demonstrate an awareness of sustainable development and how transport can become more sustainable in the future.	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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/>	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties

<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" 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):	