



London Borough of Hounslow

Role profile

Job Title: Transport Planner

Post Number(s) 130528

Grade: SO2-PO2

Directorate: Environment Culture & Customer Services

Service: Transport Planning & Road Safety

Reports to: Principal Transport Planner

PURPOSE OF ROLE:

To assist the Principal and Senior Transport Planners in the provision of Planning & Development Management services provided by the Transport Planning team, providing sound and considered advice to officers and developers on the transport implications of new development proposals.

To support the team at Planning Committee by providing advice to Members, and public meetings by preparing reports and advice on transport planning matters.

To assist in the preparation of legal agreements and other issues that arise out of the grant of planning permission such as s278 and s38 agreements, stopping-up orders, and other highway register and public rights of way queries.

To assist the team in representing the council at Planning Appeals, preparing and presenting evidence.

To assist in the development of policy relating to land use and transport.

To work closely at all levels with stakeholders within the Borough with regard to projects and issues, advising on their likely impact.

KEY ACCOUNTABILITIES

For all grades you will provide sound transport advice to the Development Management team on applications for planning permission, as delegated by the Principal Transport Planner. Such applications would be of limited complexity and be likely to require officer level approval at Head of Service level. It is expected that this would be done with minimal supervision, with appropriate support from senior members of the team. You will undertake all necessary administration and record keeping for the assigned casework and at all times maintain accurate records required by the Council and other funding

bodies for audit purposes. You will support the Principal Transport Planner and Senior Transport Planner as required in presenting to Council committees.

You will log and assist in responding to simple queries regarding the Highways Register, Public Rights of Way and Stopping-Up of public highway.

You will assist with and build and maintain good working relationships with other council teams and colleagues and external partners including TfL and community groups and to raise the profile of transport locally. This will include working effectively across council departments, and externally in partnerships.

You will represent the council as required on appropriate working groups and pan-London, UK and EU initiatives; attend seminars, conferences and actively seek out other continuing professional development opportunities as are required to ensure that the postholder is up to date with best practice and statutory requirements relating to delivery of projects allocated to them.

You will undertake any other duties and responsibilities which may from time to time arise which are within the capabilities of the post holder and commensurate with the grade of the post.

You will ensure that casework is delivered in line with agreed timescales, that it complies with the Council's Corporate and Departmental Plans and other legislation, Codes of Practice and Good Practice Guidance, and that it contributes towards delivery of objectives and targets within our approved transport strategy.

For PO1, in addition to the above you will provide sound transport advice on moderately complex applications for planning permission, requiring more detailed scrutiny; dealing with more complex issues; and requiring more detailed negotiation with developers, consultants and other colleagues both internal and external. This will include negotiation of simple s106 obligations. These applications are likely to require approval at delegated chief officer level or at planning committee with minimal managerial oversight.

You will draft formal council reports and present to members and senior decision makers as required, with Principal Transport Planner support, and support the Principal or Senior Transport Planner at planning committee.

You will research and prepare planning appeal statements and support the Principal or Senior Transport Planner at Informal Hearings or Public Inquiries.

You will assist the Principal or Senior Transport Planner in preparing legal agreements relating to highway works or adoption of land as public highway or stopping-up of public highway, and managing queries of medium complexity with regard to the Highways Register and Public Rights of Way.

For PO2, as above, and additionally you will provide sound transport advice on applications for planning permission of higher complexity involving multiple internal and external stakeholders with internal approvals likely required at planning committee and

including more complex and higher value s106 obligations with minimal management oversight. To personally represent the team and provide advice at planning committee meetings with manager support.

You will prepare and present evidence at planning appeals (Written Representations and Informal Hearings), relating to cases the postholder has dealt with, with appropriate support. You will prepare simple legal agreements, with appropriate supervision, relating to highway works or adoption of land as public highway or stopping-up of public highway, and manage more complex issues with regard to the Highways Register and Public Rights of Way with minimal supervision.

You will deputise for Team Leader as required and assist in coaching team members working at a lower grade as required.

Progression

In order to progress through the grades you will be required to give practical examples of having consistently achieved in key duties and responsibilities of the current stage and having achieved key duties and responsibilities of the next stages on the career grade.

Progression from SO2/PO1

You must provide at least two examples of having provided sound advice on planning applications requiring planning committee approval and supported team members at planning committee meetings.

You must provide examples of how you have assisted in progressing at least 2 legal agreements, and/or stopping up orders.

You must demonstrate you have prepared evidence for at least 2 planning appeals or supported other team members at Hearings or Inquiries.

Progression from PO1-PO2

You must provide (at least two) examples of having provided sound transport advice in relation to planning applications that are required to go to Planning Committee and provided advice to Planning Committee members.

You must provide examples of how you have negotiated higher value and more complex s106 obligations.

You must provide at least 1 example of how you have presented evidence at planning appeals.

You must provide at least 2 examples of how you have prepared and managed simple legal agreements.

These are the values that drive us:

Lead with heart

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

Do new

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

Pass on the power

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

Harness the mix

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

Be a rock

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

The top 5 things about you that are most important:

For all grades you will have knowledge of current planning and transport policies, guidance and standards relating to development management; understanding of current best practice in the promotion of sustainable transport; understanding of the requirements of local authorities in relation to the Highways Register and Public rights of Way; and experience in developing reports and briefings for senior decision makers

You will have experience of providing sound transport advice in relation to simple planning applications.

You will have the ability to manage your own workload, prioritising as appropriate, and being able to provide sound transport advice in relation to applications for planning permission.

You will have excellent communications skills including the ability to summarise complex proposals into non-technical language and draft clear, concise and accurate reports; the ability to present information and projects for consideration clearly, concisely and persuasively; excellent ICT skills, preferably experience of using Microsoft Applications, such as Outlook, Excel, Access and Word; and the ability to work with minimum supervision.

You will have an open and approachable manner that allows you to engage positively with colleagues, stakeholders and partners, including voluntary & community groups to drive the delivery of projects successfully and a calm and clear approach to dealing with contentious and emotive issues.

For PO1, as above, but including experience of providing sound transport advice in relation to planning applications of medium complexity and preparing reports for senior officers and planning committee, including experience of attending planning committee meetings; experience of negotiating planning conditions and s106 obligations; experience of researching and preparing planning appeal statements; understanding of legal agreements such as s278 and s38 agreements, stopping-up of public highway; and experience of responding to queries on the Highways Register and Public Rights of Way.

You will have the ability to manage a more varied workload including providing sound transport advice on moderately complex planning applications and assisting legal processes with appropriate supervision.

You will have excellent presentation skills and ability to present reports to senior decision makers at formal meetings of the council, with support of line manager/team leader.

PO2 As above, but including experience of providing sound transport advice in relation to complex planning applications and representing the team at planning committee meetings with appropriate support; experience of presenting evidence in relation to Written Representations and Informal Hearings planning appeals; experience of managing simple legal agreements such as s278 and s38 agreements, stopping-up orders, etc with appropriate supervision; experience in developing reports and briefings for senior decision makers and presenting these reports for consideration at formal council committees or other appropriate meetings with minimal managerial oversight; and experience of coaching more junior staff members

You will have the ability to manage a larger and more varied workload and be comfortable providing advice for planning committee and be an expert witness at planning appeals.

You have excellent presentation skills and ability to present reports to senior decision makers at formal meetings of the council, with minimal supervision and the ability to help train and motivate more junior staff members.

Qualifications:

No essential qualifications are required for this role if all essential employee specification provisions are met.

A degree or Masters level Transport Planning, Town Planning or Engineering qualification or other sector specific postgraduate qualification is desirable but not essential.