

Job Title:	Strategic Transport Planning Manager
Grade:	11
Responsible to:	Head of Service
Responsible for:	Strategic Transport Planning Team



Job Purpose

The Strategic Transport Planning Manager is responsible for the overall delivery of the service team and for the development and implementation of transport strategies, policies and plans that set the direction and standards for the future transport network and infrastructure.

To develop transport strategies and associated delivery plans which enable and maximise economic growth and improved quality of life for Sheffield in a safe and sustainable way.

To provide expertise and insight into national, regional and local agendas and best practice in order to influence thinking and decision making on Transport Planning, whilst playing a lead role in influencing regional and partner agencies strategies and plans so that they best reflect Sheffield's priorities.

To be responsible for the service team, performance, service improvement, professional standards, budgets and people management including Road Safety.

To deputise for the Head of Service on request and cover for other Service/Business Managers as required, and to play a key role in liaising with and influencing South Yorkshire Mayoral Combined Authority (SYMCA) on relevant issues.

Duties and Responsibilities

Strategic and Corporate Responsibilities:

- Contribute to the leadership of the Portfolio by establishing, developing and implementing effective strategies and policies that will deliver growth and sustainability for the City
- Taking a lead role in developing strategic transport strategies and policies that will ensure the city achieves value for money whilst delivering high quality services to meet the needs of our communities, our economic growth ambitions and addresses our environmental objectives.
- Own, promote and communicate Sheffield's Transport Strategy; providing advice, guidance and recommendations on strategic transport issues emerging from Central Government, Statutory Transport Bodies (STBs) and South Yorkshire Mayoral Combined Authority to a wide range of internal and external stakeholders, leading the updates of the strategy as required.

- Develop the Council's 'Active Travel' and Travel 'Behaviour Change' initiatives, including appropriate Sustainable Safety and cycle infrastructure standards and procedures, and road safety Education, Training & Publicity work.
- Leading the commissioning of any specialist consultancy or technical support in identifying or developing the Sheffield Transport Strategy or associated Delivery Plans and funding bids
- Ensure that service priorities align to the strategy and desired business outcomes of the portfolio and organisation
- Ensure a robust approach to business continuity; communicating and implementing effective continuity arrangements

Reputational Management:

Political Awareness

- Exercise a high level of political awareness regionally and locally in order to support the shaping of local transport strategy and policy.
- Inform, support and advise Local Ward Councillors and Members of the Council so they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed, and services delivered according to Council priorities
- Build effective relationships to ensure a joined up approach when working with Elected Members
- Ensure all service activity is aligned with political direction and decision making, whilst ensuring that recommendations and advice to Committees and Politicians is based on sound professional advice.

Partnership Working

- Identify, manage and engage with key stakeholders nationally, regionally, locally and within the Council to deliver strategy and policy for the City on complex issues that often involve multiple partners and agencies.
- To play a leading role in building positive engagement on a broad range of Transport Planning matters with key stakeholders including SYMCA partners, Highways England, Network Rail, Transport for the North, , Transport Operators and Department for Transport
- Work in Partnership with Portfolio Senior Managers, Members / Ward Councillors, Committees and Strategic Outcome Boards to deliver business outcomes
- Provide transport and infrastructure planning input to land use policy development, with a focus on support for the development of the Sheffield Plan, and Regeneration projects and opportunities, along with related design/material guides

- Develop and use effective engagement methods with communities and interest groups to ensure transport strategies and improvement plans meet local and diverse needs of Sheffield.
- Proactively develop effective working relationships with delivery partners, in line with Council values, to ensure early engagement with strategy and seamless transition to delivery.

Resource Management – Financial, Human, Physical

Financial

- Effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities; resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities
- Take a proactive approach to sourcing funding and leading the successful development and submission of bids for funding from multiple and diverse sources
- Report to and negotiate with funding providers to ensure that SCC is able to maximise appropriate funding to deliver improved outcomes in Sheffield.
- Manage service budget forecasts to inform the service plan in conjunction with the Head of Service
- Compliance with financial regulations and standing orders, maintaining spending within approved level

People

- Recruit, manage, motivate and develop employees ensuring their health, safety and well-being at work to create a sustainable workforce for the future
- Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability and morale
- Ensure all relevant policies and procedures are followed throughout the Service, including those relating to safeguarding, risk management, people management, health and safety, equal opportunities and statutory requirements.

Performance Management:

Commercial Focus

- Demonstrate an understanding of the wider environments within which the Council operates, including political and economic impacts, globalisation, the investment landscape, technological advances and strategic commissioning to promote innovative service models and deliver the best value for public money

- Undertake benchmarking against other organisations including other Local Authorities and the Private Sector to seek out best practice methods and innovation in strategic transport planning
- Monitor external legal and political developments and advise the Head of Service on appropriate changes to legislation/regulations, including the drafting and designing of policies for approval by members and other service areas
- Incorporate an in depth understanding of high value key strategic contracts and major capital projects when devising effective Transport Strategy taking into account the capacity of the organisation and resourcing requirements.
- Supporting the Council's decision making on investment programmes and leading funding bids; including prioritisation and commissioning

Customer Focus

- Drive a customer ethos in the service ensuring evidence-based practice informs activities and priorities which contribute to the social value and wellbeing of the City
- To manage a strategic and robust performance and management information framework, enabling performance to be monitored effectively and actively use this information to deliver better transport outcomes for in the City.
- To manage a culture of innovation, identifying areas for improved performance and processes and maximising the use of technology
- Ensure that the service's overall vision, values and ethos are customer centric, engaging and enabling customers to have a voice in service determination and delivery

This is a politically restricted post

Contribute as required to your Service Business Continuity Plan and ensure that your team members know and are able to follow the Service Business Continuity Plan as required.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: Nov 2023

Person Specification Strategic Transport Planning Manager

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Proven professional experience in leading Transport Planning and related functions.	Application Form
Understand complex national and regional developments in transport infrastructure policy and be able to apply on a local level in accordance with the needs of the City.	Application Form
An in depth level of understanding of Transport Planning, Policy development, Business Case appraisal and delivery practice	Application / Assessment /
Significant experience of working across multidisciplinary teams to deliver evidenced based transport strategies, policies and innovative delivery plans that to deliver across multiple social, economic and environmental outcomes	Application / Assessment / Test/ Interview
Experience of working at a senior management level in a large and complex organisation and evidence of being a visible leader	Application / Assessment / Test/ Interview
Experience of leading and managing multidisciplinary teams, developing teams, promoting excellent performance and risk management	Assessment / Test/ Interview
Experience of managing and resolving complex problems with the best possible outcomes	Assessment / Test/ Interview
Section Two: Skills and Abilities	
In depth knowledge and understanding of performance and risk supported by the ability to analyse, interpret and respond to performance and risk trends	Interview
Excellent communication skills, including the ability to promote understanding of complex and often technical issues to a variety of audiences using a variety of communication channels and media.	Assessment / Test/ Interview

Proven interpersonal skills and experience of using these to influence others to improve performance and deliver successful outcomes, including successful negotiation with external key partners and agencies to amend and improve their proposals to meet an organisations wider outcomes.	Assessment / Test/ Interview
To work collaboratively with a wide range of 'others' to share knowledge, maximise efficiency and drive change using open dialogue.	Assessment / Test/ Interview
Ability to give honest, direct and timely feedback, and being prepared to challenge and support others.	Assessment / Test/ Interview
Proven achievements in a related field leading and delivering strategic transport planning services – including in the areas of leadership, performance management, continual improvement and managing change	Application / Interview
Demonstrate the ability to make a judgement with a business like mind-set, pushing for things to happen with pace, and being open to different options.	Assessment / Test/ Interview
To deliver effective mentoring and development to others	Interview
Section Three: Qualifications	
Educated to degree level in a related discipline (or equivalent professional experience)	Application
Membership of an appropriate professional body for example Chartered Institute of Highways and Transportation or Chartered Institute of Logistic and Transport, or able to demonstrate professional development and competence to an equivalent level	Application
Section Four: Our Values	
People are at the heart of what we do	Interview
Openness and honesty are important to us	Interview
Together we get things done	Interview

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

