



## **Job Description**

**Post Title:** Transport Planning Officer

**Directorate:** Policy, Strategy, and Innovation

**Reports to:** Principal Transport Planner

**Direct Reports:** None

**Salary Band:** SP24-28

**Key Relationships:** Within the Transport Planning Team, with other teams in Policy, Strategy, and Innovation, and with teams across the WMCA commissioning transport planning work.

### **Role Purpose**

To assist in undertaking transport planning work, principally to support development and delivery of major and minor and capital and revenue schemes and maintain an evidence base for this activity. The post will also assist in Monitoring and Evaluation (M&E) of schemes and ad hoc research projects, to inform transport strategy and policy, and in turn, future scheme proposals.

### **Responsibilities**

- Support technical forecasting for, and development, prioritisation and economic appraisal of, schemes and programmes in line with national and local guidance and criteria
- Assist in M&E of schemes and programmes to add to an understanding of their outcomes and impacts, informing delivery, and future plans, by facilitating suitable data collection, supporting in design of research methods, and undertaking analysis of impacts under team supervision
- Add to the research and evidence base around schemes and programmes; for appraisal, but also for the continuing development of policy and strategy, supporting with primary and secondary data collection, and research and analysis, and feeding into policy statements

- Develop capability in demand modelling, accessibility modelling in Geographic Information Systems (GIS), and economic analysis including wider benefits and regeneration impacts
- Contribute to transport planning inputs for related documents in the public domain, including funding bids, and proofs of evidence
- Assist in public and stakeholder consultation events and exercises for schemes and programmes
- Help maintain, operate, update, and develop the tools and models used in forecasting, prioritisation, and appraisal, principally PRISM, the West Midlands Strategic Transport Model, and its successors
- Assist in ensuring the currency and appropriateness of transport planning and modelling data, including defining and acquiring new data needed for a sound evidence base
- Support the Transport Planning and Evaluation Manager in specifying, and reviewing, new and additional software and tools for transport planning work
- Working closely with TfWM corporate support functions, support the preparation of briefs for, and procurement of, transport planning consultants on work for schemes and programmes
- Assist with the supervision of transport planning consultants, and in checking and reviewing their work

## Person Specification

| <i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>      |     |     | <b>Assessment Method</b> |       |          |
|--|-----|-----|--------------------------|-------|----------|
| <b>Experience</b>  | E   | D   | App*                     | Int** | Other*** |
| Awareness of transport modelling practices and government guidance on transport scheme appraisal | Yes |     | Yes                      | Yes   |          |
| <b>Skills/Knowledge/Abilities</b>  | E   | D   | App                      | Int   | Other    |
| Ability to use Microsoft Office tools and Microsoft Access                                       | Yes |     | Yes                      | Yes   | Yes      |
| Good communication and inter-personal skills   | Yes |     | Yes                      | Yes   | Yes      |
| Good presentation skills   | Yes |     | Yes                      | Yes   | Yes      |
| Good organisational skills   | Yes |     | Yes                      | Yes   | Yes      |
| Good numerical, analytical and problem-solving skills  | Yes |     | Yes                      | Yes   | Yes      |
| <b>Qualifications/ Professional Memberships</b>  | E   | D   | App                      | Int   | Other    |
| Degree or equivalent in a related field such as Transport Planning                               | Yes |     | Yes                      | Yes   |          |
| Membership of a professional body in a related field (e.g. CIHT, CILT)                           |     | Yes | Yes                      | Yes   |          |

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

| <b>Value</b>  | <b>Competency</b>          | <b>Behaviour</b>                              |
|---------------|----------------------------|---|
| Collaborative | Team Focused               | Works as part of team, managing and leading.  |
|               | Service Driven             | Customer, resident and partner focussed.      |
| Driven        | Empowered & Accountable    | Takes ownership and leads when needed.        |
|               | Performance Focused        | Ambitious and going the extra mile.           |
| Inclusive     | 'One Organisation' Mindset | Believe in each other's expertise.            |
|               | Open & Honest              | We do what we say we are going to do.         |
| Innovative    | Forward Thinking           | Embrace change and open to new possibilities. |
|               | Problem Solving            | Go for clear and simple whenever possible.    |

## Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis