

## Job Description

<b>Job Title:</b>	Principal Transport Planner
<b>Directorate/Team:</b>	Midlands Connect
<b>Location:</b>	Alpha Tower, Birmingham, B1 1TT
<b>Responsible to:</b>	Strategy Sponsor
<b>Responsible for:</b>	None
<b>Key working relationships:</b> (internal)	MC Team
<b>Key working relationships:</b> (external)	East Midlands LTA's, West Midlands LTA's, National Agencies, External Specialist Support

## Purpose of the Post

To undertake transport planning and appraisal work, compliant with government Transport Analysis Guidance (TAG). This is a crucial element in developing, securing funding for, and delivering, major and minor capital and revenue schemes. The postholder will also add to the evidence base for this activity and support the management of key transport modelling tools. They will additionally manage Monitoring and Evaluation (M&E) of schemes, and research projects, to inform transport strategy and policy, and in turn, future scheme proposals.

## Accountabilities

- To undertake appraisal of major and minor schemes in line with national and local criteria as appropriate.
- To update and operate a range of Midlands Connect's Strategic Transport Models to inform our strategic evidence base and scheme evaluation.
- To deliver study and report findings to support development of transport initiatives.
- To plan and manage scheme and programme M&E to add to an understanding of their outcomes and impacts, informing delivery and future plans.
- To lead relevant transport studies, dependent on skills and experience, in a selection of relevant techniques, such as accessibility planning, demand forecasting, network modelling, transport systems (inc. infrastructure, modes, technologies), project lifecycle stages, and wider policy interfaces (e.g. environment, funding, inclusion, land-use, regulation).

## Responsibilities

- Undertake appraisals aimed at supporting Midlands Connect's key schemes, Government priorities and the Midlands Connect's Partnership funding bids and other scrutiny reviews.
- Manage consultants undertaking transport planning work, including preparation of briefs and specifying and supporting relevant procurement contract agreements.

- Support the development of business cases and benefits assessments for proposed strategic transport investments, which can add the most value against regional and national priorities.
- Define, manage and co-ordinate activities to deliver major scheme bid submissions, including co-ordination of input from all relevant parties.
- Monitor project programmes, budget allocations and spending on transport planning projects.
- Carry out project risk assessments to the relevant stage of detail for incorporation into scheme evaluations and major scheme bid submissions.
- Provide technical support in appraising, measuring and prioritising programmes.
- Ensure the currency and appropriateness of transport planning and modelling data, including the definition and acquisition of new data where required to ensure a sound evidence base.
- Document and prepare reports for officers in Midlands Connect, its partners including the Department for Transport (DfT) and other Government departments and stakeholders.
- Work closely with key internal and external organisations on transport planning issues and provide transport planning support in negotiations with external organisations.
- Support the identification of best practice in transport planning work.
- Provide expertise on demand modelling, accessibility modelling, GIS (Geographic Information System) and economic analysis, including wider economic benefits and regeneration impacts.
- Plan and manage M&E of schemes and programmes by the team and external consultants.
- Test transport strategies through use and development of evidence base.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
A proven record in Transport Planning and project management	X		X	X	
Experience of contract management and managing consultants	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Detailed knowledge of transport modelling techniques and scheme appraisal including M&E	X		X	X	
Good working knowledge of current Government guidance on transport appraisal, Local Transport Plan and other funding bid submission	X		X	X	
Good organisational, analytical and problem-solving skills	X		X	X	
Demonstrable experience of relevant transport assessment tools/techniques, such as demand modelling, accessibility modelling, GIS and/or economic analysis)	X		X	X	
Good communication, interpersonal and presentation skills	X		X	X	
Good stakeholder/supplier negotiation skills	X		X	X	

Qualification / Education / Training	E	D	A*	I*	T*
Degree or equivalent in a related field such as Transport Planning.	X		X	X	
Membership of a professional body in a related field (CILT etc.)		X	X	X	

\*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

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

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family