



Job Description

Job Title:	Principal Transport Planner
Directorate/Team:	Transport for West Midlands/Transport Strategy and Planning
Location:	16 Summer Lane
Responsible to:	Transport Appraisal Lead
Responsible for:	Transport Planning Officer
Key working relationships: (internal)	Within the Transport Planning Team, with other teams in Transport Strategy and Planning, and with project promoters across TfWM/WMCA commissioning transport planning work.
Key working relationships: (external)	External transport planning consultants, and software suppliers, local authority and government department officers, transport operators, and other stakeholders and partners.

Purpose of the Post

Managing junior team members and key transport modelling tools to carry out transport planning and appraisal work in line with government Transport Analysis Guidance (TAG); a crucial activity in developing, and decision-making on TfWM/WMCA and partner projects. The postholder will also add to research evidence base for this activity and manage Monitoring and Evaluation (M&E), to inform future transport strategy, policy, and project proposals.

Accountabilities

Support development and prioritisation of and working to deadlines help make the business case for TfWM/WMCA and partner projects; also with the downstream M&E of project objectives in with WMCA goals and Integrated Settlement outcomes. Identify best practice in this work; advising on appropriate data and tools, updates and improvements, and training and development. Managing others involved, and reporting on all activity.

Responsibilities

Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Transport Planning function.
- Undertake project appraisal in line with latest TAG and other guidance and criteria, to inform business and partner prioritisation of, and decision-making on projects, including investments, aligned to long-term goals.
- Test transport strategies through use and development of the transport research evidence base.
- Keep the key forecasting tools employed (and their data) up-to-date, notably the West Midlands Policy-Responsive Integrated Strategic Model (PRISM), and successor Regional Strategic Model (RSM).
- Plan M&E and benefits assessment for projects and programmes, so the business and partners can understand their outcomes and impacts, informing future business priorities and decision-making.
- Contribute to the business plan, with regular progress updates on team contribution to organisational goals.

People

- Advise the Team Manager in specifying, developing, and reviewing software and systems to ensure appropriate tools are used in the Transport Planning Team's work areas.

- Manage junior Transport Planning team members in appraisal, modelling, and M&E work, and support with training and development needs.
- Manage consultants undertaking Transport Planning work, on behalf of scheme promoters.
- Work with enabling services on procuring consultants, tender evaluation, and managing contracts.
- Support project assurance colleagues with technical advice as a Transport Planning subject matter expert.
- Work closely with key internal and external organisations to acquire data needed for Transport Planning work, and co-ordinate input to appraisal and M&E activity from all relevant parties.
- Provide transport planning support in negotiations with external organisations, and in scrutiny reviews.
- Communicate progress and report on results of work to local authority and government department officers, transport operators, and other stakeholders and partners.

Operational

- Be team lead, dependent on skill and experience, in selected techniques (accessibility planning, demand forecasting, network modelling), system elements (infrastructures, modes, technologies), project cycle stages (option generation, appraisal, M&E), wider interfaces (environment, funding, inclusion, land-use, policy, regulation), and transport research, such a list being not exhaustive and subject to update from time to time.
- Undertake prioritisation and appraisal of projects in line with guidance, to support promoters or their consultants on business cases that help decision-makers understand projected performance on objectives.
- Define, manage and co-ordinate activities to deliver major scheme project business cases.
- Operate, maintain, and improve a range of transport models (notably PRISM and RSM), and provide expertise on demand forecasting, accessibility modelling, GIS and economic analysis, including wider economic impacts.
- Help promoters (or their consultants) plan and manage project and programme M&E and benefits realisation.
- Assist promoters with preparation of briefs for consultants, specifying and procuring contract agreements, and managing these.

Financial

- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities
- Support on appraisal, research, modelling, and M&E inputs to bids for external funding for transport projects.
- Carry out project risk assessments to the relevant stage of detail for incorporation into project evaluations and business case submissions.
- Monitor programmes, budget allocations and spending on transport planning work on projects.

Other

- Represent the WMCA in a professional manner.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A	I	T
Experience					
A proven record in Transport Planning and project management	X		X	X	
Experience of contract management and managing consultants	X		X	X	
Skills / Knowledge					
Detailed knowledge of project appraisal, transport modelling, and M&E techniques	X		X	X	
Good working knowledge of current government guidance on transport appraisal, of Local Transport Plan, of business case and funding bid submission processes	X		X	X	
Good organisational, analytical and problem-solving skills	X		X	X	
Good communication, interpersonal and presentation skills	X		X	X	
Negotiation skills	X		X	X	
Qualification / Education / Training					
	E	D	A	I	T

Degree or equivalent in Transport Planning or a related field	X		X	X	
Chartered/equivalent member of a related professional body (e.g. CIHT, CILT)	X		X	X	

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

Core Expectations	
Health, Safety & Wellbeing	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.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	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
Collaborative	Team Focussed	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.

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	Job Family	Level/Grade	JEP Reference
8/1/2020		SP36-SP40	N/A