

JOB PROFILE

Job Title:	Transport Officer/Senior Transport Officer (career graded) Level 1: Transport Officer Level 2: Senior Transport Officer
Service Area:	Transport Parking & Projects
Grade:	Level 1: Grade 9 Level 2: Grade 10 (entry point and progression dependent on qualification and experience)
Reporting Manager:	Transport Policy & Projects Team Leader
Direct reports:	Supervision of other Officers as assigned or seconded to the postholder

Job summary:

To prepare or (at Level 2) lead on the development and implementation of the Council's policies, strategies and project plans, as they relate to transport and parking. Provide information and advice on transport policies, consultations, proposals and projects in a professional manner which contributes to the attainment of group, service and corporate objectives.

To prepare written evidence for and (at Level 2) present the Council's case at any appeals/examinations.

Key responsibilities:

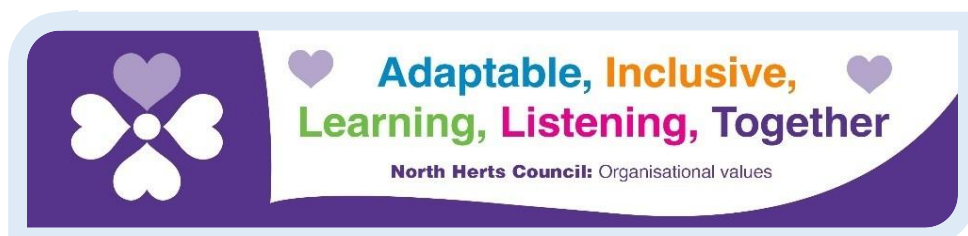
Level 1

- 1.1 To assist with maintaining up-to-date transport and parking strategies for North Hertfordshire and to contribute to development of the Local Plan for North Hertfordshire, town centre and other area-wide plans, strategies, Supplementary Plans, Development Briefs and Design Codes.
- 1.2 To work with Hertfordshire County Council and other local authorities in the development of strategies and plans that apply to or affect North Hertfordshire.
- 1.3 To undertake surveys; collect, record, analyse and interpret data; undertake background research; prepare, explain and present conclusions and proposals to colleagues, other services and the public.
- 1.4 To prepare briefs for and supervise consultants to carry out work for the Unit.

- 1.5 To represent the Unit in partnership working to achieve corporate objectives and deliver adopted strategies and plans.
- 1.6 To provide interpretation and advice on transport-related matters to Council staff and councillors, developers and the general public, including on transport and highway statutes, regulations and guidance, national and local policies, strategies, plans, design codes and masterplans.
- 1.7 Subject to appropriate experience, to represent the District Council in regional, county, local and neighbourhood transport initiatives.
- 1.8 To respond, following internal consultation and approval at an appropriate level, to consultations on transport matters of relevance to the Council, and to contribute transport-related responses to other consultations (e.g. on planning or sustainability).
- 1.9 To contribute to policies, strategies, action plans, scheme bids, promotional activities and other activities relating to transport.
- 1.10 To assist the Transport Policy and Projects Team Leader with identifying and initiating projects for consideration in the Corporate Business Planning process and for inclusion and implementation in work programmes.
- 1.11 To assist with the defence of Council decisions or positions by contributing to the preparation of written evidence.
- 1.12 To write reports and prepare presentations to committees and forums on behalf of the Service Director - Place.
- 1.13 To organise and assist with public surveys, consultations, workshops and focus groups.
- 1.14 To write plans and text for communications and promotional materials for, and assist with the organisation of, transport-related events, activities and news, in consultation with relevant Council services.
- 1.15 To be informed and aware of relevant legislation, consultations, government advice and the activities of other organisations and professional associations that may bear upon planning policy and transport strategies, plans and projects.
- 1.16 To keep up to date with the transport trends and patterns that may affect or be relevant to the Council.
- 1.17 To assist in any other areas of comparable work as may be required by the Service Director - Place because of departmental workloads and priorities.
- 1.18 Subject to appropriate experience, to analyse and interpret transport reports, assessments, data and modelling in the context of Council policies, plans, strategies and planning applications submitted to the Council.

Additionally for Level 2:

- 1.19 To write, monitor and review transport-related background, evidence and policies for the Local Plan for North Hertfordshire.
- 1.20 To prepare briefs for, interview, appoint, manage and pay consultants to carry out work for the Unit in accordance with procurement and financial regulations.
- 1.21 To consult on, prepare and implement transport and parking strategies and action plans for the Council in collaboration with the Transport Policy and Projects Team Leader.



- 1.22 To advise the Council's members and other services and recommend suitable courses of action on all transport matters affecting the Council.
- 1.23 To take a leading role in planning, securing funding for, and managing transport projects.
- 1.24 To assist with the defence of Council decisions by appearing as a witness on transport matters in appeal hearings, public inquiries and examinations.
- 1.25 To propose, and implement where appropriate, improvements in the practices and systems of the Transport Parking & Projects and Planning teams
- 1.26 To provide supportive management to mentor, develop, motivate and empower staff.

Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder's duties:

- Specified posts, statutory posts as well as 'deputy chief officers'
- Sensitive posts, which meet one or both of the following related criteria:
 - Giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council or any joint committee on which the Council are represented, or where the Council are operating executive arrangements, to the executive of the Council; to any committee of that executive, or to any member of that executive who is a member of the Council;
 - Speaking on behalf of the Council on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that, in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the Council.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:

Qualifications

Essential at Level 1

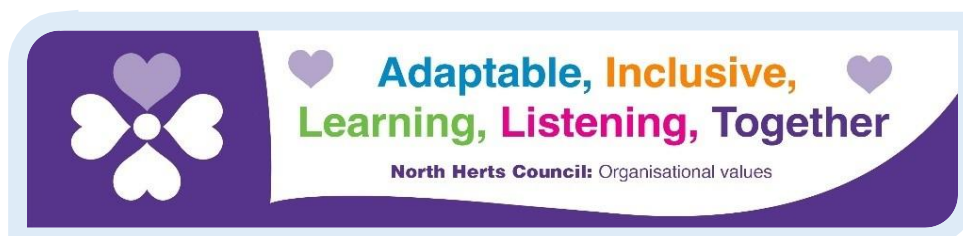
Degree, diploma or equivalent qualification in a relevant transport discipline (recognised by an accredited Transport Institute) or in town and country planning (recognised by the RTPi) or at least two years' professional experience in transport policy, planning or projects including at least one year at an equivalent of Level 4 or higher

Desirable at Level 1

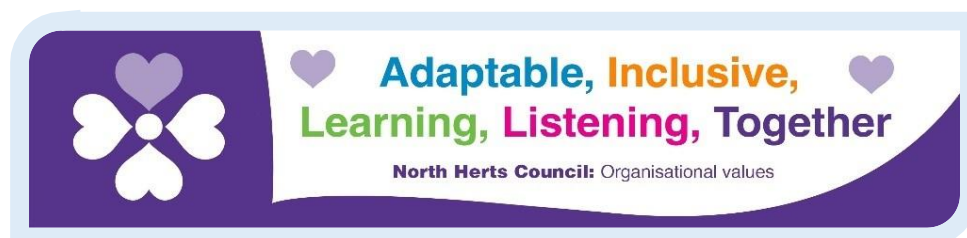
- Pursuing full or graduate membership of a relevant professional body (e.g. CIHT, TPS, CILT, ICE or RTPi)

Essential at Level 2

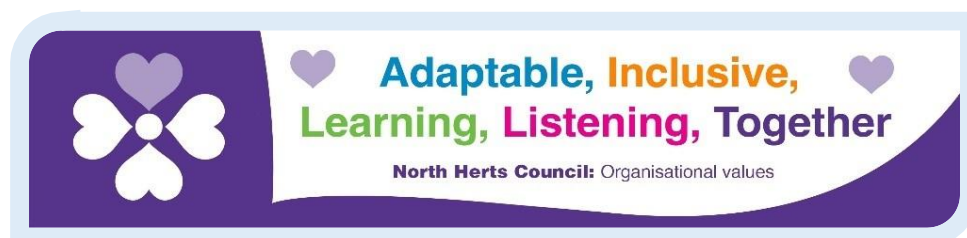
- Degree, diploma or equivalent qualification in a relevant transport discipline (recognised by an accredited Transport Institute) or at least three years' professional experience in transport policy, planning or projects (in addition to the post-qualification experience set out below)



	<p><i>Desirable at Level 2</i></p> <ul style="list-style-type: none"> • eligible for immediate full membership of a relevant professional body, such as CIHT, TPS, CILT, ICE or RTPI
<p>Job-related experience</p>	<p><i>Essential at Level 1</i></p> <ul style="list-style-type: none"> • Using a document management system or database • Using GIS/mapping software • Data processing and analysis • Assisting with: <i>either</i> preparation of policies, strategies or plans <i>or</i> project planning <i>or</i> project delivery • Working as part of a team <p><i>Desirable at Level 1</i></p> <ul style="list-style-type: none"> • Giving presentations • Liaison or partnership with another organisation • Using survey software • Local Plan preparation • Local Transport Plan preparation • Indirect public engagement (e.g. online surveys) • Direct public engagement (e.g. exhibitions) • Budgeting • Experience of working in a politically sensitive area or project <p><i>Essential at Level 2</i></p> <ul style="list-style-type: none"> • Minimum three years post-qualification work in transport policy, planning or projects, including at least one year at an equivalent of Level 5 or higher • Significant contribution to preparation of transport policies, strategies or plans • Significant role in project planning or delivery • Drafting text for reports • Checking compliance of proposals (e.g. planning applications) with briefs, policies, strategies or plans • Providing interpretation and advice to colleagues or clients on transport policies, strategies, plans and guidance • Liaison or partnership with another organisation • Negotiation with another organisation (e.g. partner or contractor) to achieve a positive outcome • Applied use of a document management system (e.g. a planning register) • Applied use of GIS/mapping software • Applied data processing and analysis • Applied use of databases • Familiarity with Local Plan preparation • Familiarity with Local Transport Plan preparation • Involvement in indirect public engagement (e.g. online surveys) • Involvement in direct public engagement (e.g. exhibitions)



	<ul style="list-style-type: none"> • Procurement • Budgeting • Giving presentations to expert and lay audiences <p><i>Desirable at Level 2</i></p> <ul style="list-style-type: none"> • Significant role in transport project planning or delivery • Working with survey software – setting up or collating and analysing responses • Writing funding bids • Representing an organisation and exercising influence in wider stakeholder groupings • Preparation of written evidence for planning appeals and/or public examinations • Preparing for and attending appeal hearings or public examinations • Experience of transport modelling techniques • Experience of working in a politically sensitive area or project
<p>Job-related knowledge</p>	<p><i>Essential at all levels</i> Broad understanding of:</p> <ul style="list-style-type: none"> • transport statutes, regulations and guidance • the planning system for new developments • sustainable transport, in particular for new developments • decarbonisation <p><i>Essential at Level 2</i></p> <ul style="list-style-type: none"> • Knowledge of relevant Transport and Highways Acts and Regulations • Familiarity with the National Planning Policy Framework and Planning Practice Guidance and knowledge of transport-related elements
<p>General skills & attributes</p>	<p><i>Essential at all levels</i></p> <ul style="list-style-type: none"> • Excellent oral and written communication skills, including fluency in spoken English • Strong IT skills, including touch typing and use of Microsoft Windows, Word, Excel and PowerPoint • Good inter-personal skills and ability to work well within a team • Experience of working on own initiative and to manage a varied workload to meet priorities and deadlines • Ability to think clearly and to participate positively at meetings and in groups • Flexible and able to adapt to achieve results • Positive attitude towards the public and other customers of the Council • Willingness to learn <p><i>Desirable at all levels</i></p> <ul style="list-style-type: none"> • Advanced skills with Excel (e.g. PivotTable) and/or databases • Automation of tasks using programming • Effective and accurate use of AI to speed up or automate tasks • Knowledge of financial and procurement regulations



<p>Other</p>	<p><i>Essential at all levels</i></p> <ul style="list-style-type: none"> • <i>Either</i> have access to a vehicle insured for business use and hold a valid driving licence, <i>or</i> have access to a cycle and be able to travel to any part of the district by public transport and/or cycle • Ability and sufficient fitness to conduct site visits on foot, including along public rights of way and on undeveloped land <p><i>Essential at Level 2 and desirable at Level 1</i></p> <ul style="list-style-type: none"> • Ability and willingness to work out of normal office hours to attend council and public meetings, public consultations, etc <p><i>Desirable at all levels</i></p> <ul style="list-style-type: none"> • Ability and sufficient fitness to conduct site visits by bike on road, cycle tracks and bridleways
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Signed..... (Employee)

Date.....

