**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Transport Planner (Travel Plan Monitoring)  |
| Salary: | £35,745 to £38,223 |
| Grade: | 10 |
| Hours: | 37 hours per week. We are open to discussions about flexible working. |
| Team: | Behaviour Change and Travel Plans Team |
| Service Area: | Transport Policy |
| Primary Location: | County Hall, Oxford OX1 1NDPlease note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | None |
| Responsible to: | Behaviour Change and Travel Plans Team Leader |
| Responsible for: | Nobody |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| This post holder will be part of the Behaviour Change and Travel plans team and will be responsible for responding to planning applications across the County, looking at them from a sustainable and active travel point of view. The post holder will also be taking a lead on the ongoing monitoring of the travel plans approved via the development control process and work with Transport Development Management to support our adopted ‘Decide and Provide’ approach to managing new developments. The Oxfordshire County Council guidance document - “Transport for new developments: Transport Assessments and Travel Plans” was approved by the Oxfordshire County Council Cabinet in 2014. This document sets out the County Council’s requirements for new developments to produce a travel plan and to monitor the levels of sustainable and active travel against the targets set for a period of 5 years post occupation. This role will take the lead in developing the county’s strategy to deliver this monitoring.The post holder will work closely with developers across the county to ensure that they provide the relevant monitoring information in a consent and timely manner. They will work on the development of a standardised travel survey questions that will allow the results from different development sites to The post holder will also take the lead in developing the production of travel information packs for the smaller developments as a potential revenue generation opportunity for the team. |

## Job Responsibilities

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| * To ensure development-based travel plan monitoring commitments are progressed as per the outlined monitoring schedule.
* Asist with the updating of the OCC travel plan and monitoring guidance document.
* To liaise with and be a point of contact for development-based travel plan co-ordinators regarding the production of monitoring reports.
* To develop and maintain the Travel Plans Tracker as a tool to identify the start of the monitoring process for each development and then to monitor progress over a five-year period.
* To advise on alternative development-based actions or initiatives that could be trialled to enable development sites to meet specified targets.
* Amend and update the monitoring guidance as required.
* To liaise with other teams across the organisation to help developments to address site-based issues or problems identified within travel plans.
* To work closely with members, stakeholders and other organisations and develop effective working relationships including city/district councils, public health, employers and the voluntary sector in supporting development and delivery of active travel policy and projects.
* To produce public information and promotional material to publicise the work of the transport service.
* To deliver excellent customer service.
* Such other duties as may be required and agreed with the post holder.
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| **Our Values** Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:• Always learning• Be kind and care• Equality and integrity in all we do• Taking responsibility• Daring to do it differentlyEveryone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Degree-educated or significant experience in transport planning or related field (e.g. geography, sustainability, Transport Planning, town planning, urban design) | A |
| Have an interest in and an understanding of current active / sustainable transport issues, and travel planning | A, I |
| Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people | I |
| Ability to write clearly and succinctly in order to convey key messages in a variety of formats (including reports) and to a range of audiences | A, I |
| Ability to negotiate and find resolutions to problems | A, I |
| Ability to read, interpret and produce maps, plans, drawings and schedules | A |
| Have good organisational skills and ability to prioritise own workload | A, I |
| Have great IT skills  | A |
| Ability to show initiative/analysing situations | A, I  |
| **Desirable Criteria** | **Assessed By:** |
| Experience of working within Local Government | A |
| Experience of Reviewing and monitoring Travel Plans  | A, I |
| An understanding of planning legislation and legal documents | A/ I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| ☐ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | ☐ | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
| ☐ | Standard Disclosure and Barring Service check | ☐ | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |
| ☐ | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis | R | Restricted postural change – prolonged sitting |
| ☐ | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
| R | Significant use of computers (display screen equipment) | ☐ | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☐ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids | ☐ | Face-to-face contact with members of the public |
| ☐ | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.