

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

Job Title:	Transport Development Management Officer
Salary:	£38,220- £45,091
Grade:	Grade 10-11
Hours:	37
Team:	Transport Development Management
Service Area:	Planning Regulation and Enforcement
Primary Location:	County Hall, Oxford
Budget responsibility:	None
Responsible to:	Team Leader, Transport Development Management (North)
Responsible for:	N/A

Job Purpose

The post holder will be providing specialist Transport Planning advice in order to support the Council's objectives of ensuring the delivery of sustainable development, active travel and public transport and effective placemaking with detailed reference to relevant local and national policy and guidance.

This will include representing the Highway Authority in assessing the transport impacts of developments and supporting the development of transport strategies and schemes to the benefit to the existing and future residents of Oxfordshire.

There will be opportunities to develop skills across a variety of work areas where the County Council, in association with partners, has set objectives of delivering 100,000 new homes across the county whilst promoting sustainable transport and aiming for a Carbon Zero county.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- To advise on the transport implications/highways impacts of pre-application development proposals
- To assess planning applications including advising and making recommendations on their transport implications, having regard to District and County Council policy and to Government policy and advice
- To negotiate appropriate financial contributions towards transport services and infrastructure required arising from planning applications
- To prepare evidence for Written Representation Statements and assist in the preparation of evidence for Public Inquiries and Hearings
- To provide input into the preparation of strategic plans and Local Development Frameworks and assessment of strategic development sites
- To represent the Highway Authority at meetings with Developers, Agents, Councillors, Local Planning Authority staff, other stakeholders and members of the public to discuss and advise as necessary on the highway, traffic, and transport aspects of development proposals
- To assist the lead officers and seniors in the preparation of reports and attend planning committees
- To provide good communication with Districts and developers on progress and liaising with local communities and members where necessary to understand the local context and priorities.
- To carry out other such duties as may be directed from time to time for the efficient operation of the service

Note - The duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility

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.

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.

Essential Criteria	Assessed By:
Educated to A level standard or equivalent level of education	D
Previous experience within Transport/ engineering/ Planning and 3 years relevant experience	A & I
Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people	A, T & 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 & T
Ability to deal with potentially confrontational situations	A, T & I
Ability to read and interpret maps, plans, drawings and schedules	A, T & I
Ability to understand planning legislation and legal documents	A, T & I
Experience and regular use of Microsoft Word, Excel, Internet and Outlook	A, T & I
Desirable Criteria	Assessed By:
Degree level qualification in a related subject or equivalent experience	A, I & D
Previous experience within Local Government	A & I
A knowledge of Planning and Highway legislation related legal agreements	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](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> 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).

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

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.

