

ROLE PROFILE

Job Title:	Assistant Transport Planner	Job Code:	DV/TF16
Department:	Delivery	Version:	2.0
Reports To:	Transport Planner (Transport Partnerships)	Date Created:	September 2020
		Grade:	H

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

We are passionate about Equality Diversity and Inclusion, and we have a Vision:
To be a leader, recognised nationally for our focus and commitment to EDI.

Our Vision as an organisation is:

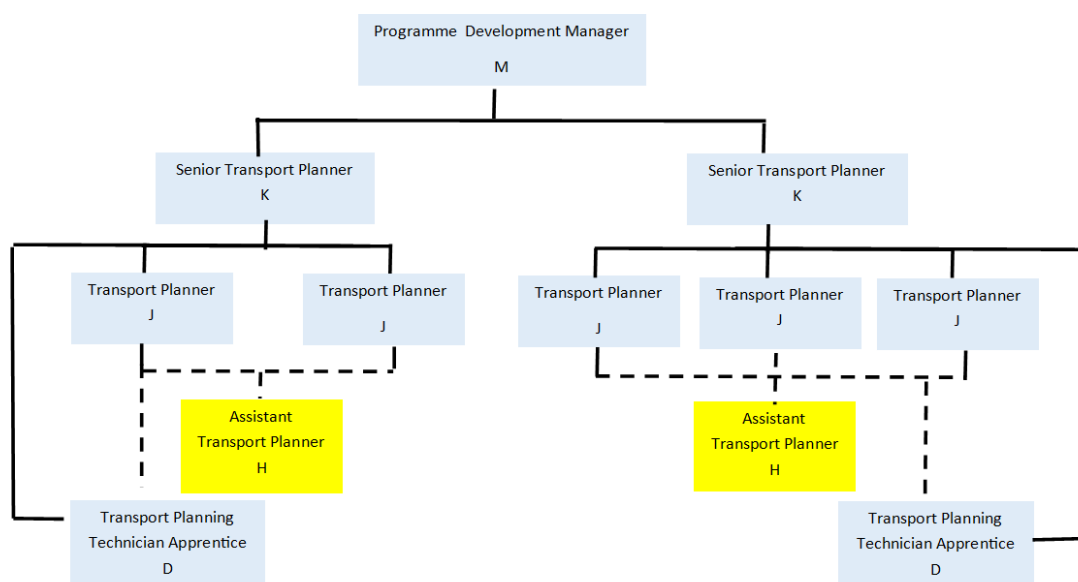
To create a West Yorkshire that is prosperous, well connected, safe, inclusive and a hotbed of creativity and sustainability.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Delivering programmes and projects to realise value in order to maximise growth.



Job Overview:

- Assist the Transport Planning team in the planning and delivery of a wide range programmes and projects through the Assurance Framework stages.

- Responsible for work packages within large transport projects as identified within “Prince2” Project Management methodology to deliver transport projects ensuring all policies are followed.
- Support in the assembly of evidence and undertake analysis to determine whether the proposed projects are deliverable, acceptable, affordable and will achieve the desired economic and transport benefits.
- Support Case Officers and Transport Planners on projects delivered by others.

- © Take a pro-active approach to participating and delivering of your directorate’s objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Interface with a range of stakeholders including customers to understand and communicate the scope and progress of transport projects

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

Undertake the following tasks on transport projects and work packages as allocated, and support the Transport Planning team and Delivery Partners on project development and delivery:

- Understand customer needs (internal, public, politicians, Delivery Partners) to provide a high standard of customer service and reflect all stakeholder requirements when developing schemes.
- Assist in the assembly of evidence to support the development and implementation of transport projects.
- Support in data collection and analysis for use in the appraisal of transport projects, development of business cases and preparation of funding bids. This will include identifying and applying proportionate, standard and bespoke approaches to data specification, collection, analysis and interpretation.
- To assist in the design and execution of transport surveys, and other data collection, modelling and analysis from a range of strategic transport models, such as SATURN, VISSIM and UDM to develop optimal, affordable and effective transport projects.
- To assist in the preparation of reports and presentations of written and technical documents including business cases for internal and external audiences to support the securing of funding approvals, following West Yorkshire Combined Authority’s Assurance Process.
- To assist on producing project publicity in junction with the respective Communications and Engagement Teams, and assisting appropriate consultation exercises for a variety of audiences (including politicians, partner organisations, stakeholder interest groups and the general public) in line with relevant communication plan.

- To assist Transport Planners and/or Delivery Partners with the appointment and coordination of consultants and contractors. For example, support in preparing client briefs, appointing through West Yorkshire Combined Authority's tender procedures, and monitoring and reporting progress.
- To support with other aspects of transport planning and providing advice to internal colleagues and Delivery Partners on how to ensure transport projects and initiatives are designed to maximise benefits and value for money.
- To work in close partnership with colleagues in the Policy team to ensure that transport projects and programmes are fully aligned with current policies.
- Represent West Yorkshire Combined Authority at meetings and sites visits with a variety of political, business and public stakeholders in a manner that is engaging, professional, participatory and sensitive to culture and politics.
- To support Case Officers and Transport Planners to appraise projects delivered by others.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Provide transport planning support to colleagues and District Partners and represent the Combined Authority as a lead contact in this field within a matrix management approach.
- Support the delivery of transport projects and programmes needed for the growth of the Leeds City Region.
- Influence peers, suppliers and Delivery Partners, by sharing best practice and lessons learned.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to degree level in a subject relevant to this post and/or equivalent relevant education qualification such as transport planning apprenticeship award, and/or practical 2-3 years employment experience.
 - © Understanding of local transport policy and delivery issues, including current legal, financial and political context in which local public transport is delivered.
- Understanding of transport planning policy and strategy, approaches and application to major transport scheme development, design and appraisal.
 - Experience of working in transport planning or equivalent working knowledge of transport planning processes and techniques.
 - Experience of working closely with/within Local Authorities and consultancies.
 - Some knowledge of project management processes such as PRINCE2 project management methodology.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

Technical:

- © Effective negotiation skills.
- Ability to prioritise tasks, create plans and adhere to deadlines.
- Ability to communicate effectively and accurately to a range of audiences, using verbal and written means and a variety of media.
- Ability to use and assimilate technical quantitative and qualitative information and data, such as interpreting transport model outputs, and present this in a variety of formats which is appropriate to the specific audience.
- Ability to exercise own judgement to solve problems within own sphere of responsibility, or to escalate as appropriate.

Impact & Influence:

- Experience of supporting project delivery, influencing Suppliers and Delivery Partners.
- Experience of successfully leading work packages, assignments and/or low-cost projects.
- Is politically aware and considers the role and perception of the public and politicians and the impact this may have on TCF and other transport activities.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here. Further information on this can be found on our website: <https://www.westyorks-ca.gov.uk/a-career-with-us/our-values-and-behaviours/>

Information regarding [Inclusivity at West Yorkshire Combined Authority](#) and [Equality, Diversity and Inclusion](#) can be located on our website.