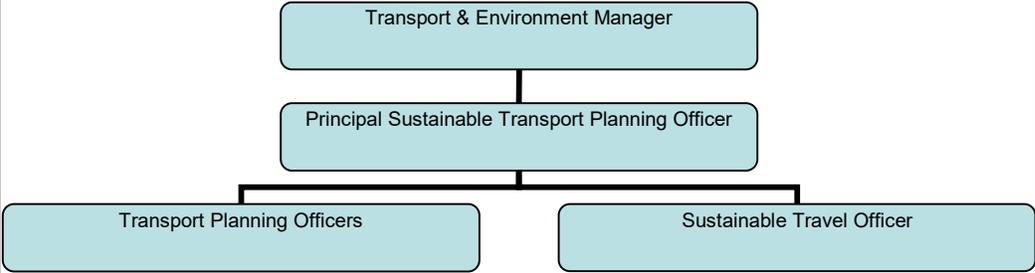


## Job Description

<b>Department:</b>	Place & Economy		
<b>Division/Section:</b>	Peterborough Highway Services		
<b>Job Title:</b>	Principal Sustainable Transport Planning Officer		
<b>Post No:</b>	013789		
<b>Grade:</b>	11		
<b>Reports to Post No / Title:</b>	Transport & Environment Manager		
<b>Line Management responsibility for:</b>	4 Direct Reports		
<b>CRB Check applicable?</b>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Organisation Chart:</b>	 <pre> graph TD     A[Transport &amp; Environment Manager] --&gt; B[Principal Sustainable Transport Planning Officer]     B --&gt; C[Transport Planning Officers]     B --&gt; D[Sustainable Travel Officer]           </pre>		
<b>Job Purpose:</b>	The responsibilities of the post will include transport planning, Peterborough's role in the Local Transport Plan, policies and strategies, project managing transport projects and schemes, data collection and analysis, transport modelling and sustainable transport projects.		
<b>Accounting for:</b>	Accounting for £500k.		
<b>Description prepared by:</b>	Lewis Banks	<b>Date:</b>	17/06/2021
<b>Description agreed by postholder:</b>		<b>Date:</b>	

<b>Authorised by Director:</b>		<b>Date:</b>	
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### **Main Duties and Responsibilities:**

1. Develop, deliver and coordinate the work of the Council's Transport Planning programme to ensure that highway and transport schemes are delivered effectively, on time and within budget.
2. To act as the Council's lead officer to inform and develop transport policy. This involves working alongside partner organisations such as the Cambridgeshire and Peterborough Combined Authority (CPCA) to inform the development of policies such as the Local Transport Plan. This includes preparing, developing and managing reports, traffic reports and specific transport policies, working with stakeholders across the City and undertaking internal and external consultation as required and in line with statutory requirements.
3. To develop and prioritise new projects coming forward to support the city's growth and sustainability priorities. This involves developing and maintaining a detailed knowledge of the city's transport network in order to inform scheme development; remaining abreast of national and local policy direction; and, gaining the support and buy in of key stakeholders.
4. To client project manage the development and delivery of major transportation studies. This involves careful attention to detail to ensure that projects are managed proactively to ensure they deliver on time and to budget with risks clearly identified and managed.
5. To oversee the public engagement required to bring new highway and transport schemes to the construction/delivery stage, ensuring all statutory processes are followed and the expectations of stakeholders are managed.
6. Lead on the Council's accessibility, sustainable travel and walking and cycling functions including policies, scheme development, technical reviews and consultations. Ensure schemes are continually monitored to build on success whilst attracting and securing new funding.
7. Act as the Council's point of expertise on transport policy, modelling and sustainable transport. Support the Council's Development Control Team in assessing Planning Applications to ensure that new developments include the necessary infrastructure, in so far as is appropriate, to support the uptake of walking, cycling and public transport.
8. Manage the Council's transport data collection and monitoring programmes, providing data to DfT, the Cambridgeshire and Peterborough Combined Authority, and other organisations using such programmes and other appropriate information to develop, monitor and review the Peterborough Transport Strategy underpinning future transport scheme submissions.
9. Develop and maintain robust financial management ensuring that schemes remain on track and within budget. This includes monitoring monthly recharges, completing budget profiling and forecasting to support the Council's overall financial position and completion of external grant claims as required.
10. Represent the Council on transportation matters as may be required at meetings with the public, developers, agents, Councillors, Parish Councils, the Cambridgeshire and Peterborough Combined Authority, other local organisations and external bodies.
11. Provide timely responses to all statutory and discretionary consultations received.
12. Provide support, including on the job training to supervised staff and the supervision of temporary or shared employees within the section. This includes ensuring that the Council's appraisal process is followed and that individuals are supported in order to enable them to reach their full potential.

13. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

14. To comply with all Health & Safety at work requirements as laid down by the employer.

<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>