

Role Profile

Role:	Transport Planner
Directorate:	Highways
Salary Band:	6
Post reference:	HW21A
Job Evaluation Date:	09.03.2016

Role statement of purpose:	Transport Planner Undertake, with support, highway modelling and economic appraisal of transport schemes and detailed network management proposals across Greater Manchester, ensuring completion of projects within project management constraints of time, cost and quality, and compliance with statutory and regulatory obligations.
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Reports to:	HFAS Forecasting Manager & HFAS Analytical Services Manager
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	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Effective and efficient project delivery primarily for modelling and appraisal of major transport schemes, network management proposals and new developments.	<p>Undertake traffic and transportation studies and assessments, with support, to deliver transport schemes and detailed traffic management proposals, using a range of transport planning software, including Saturn, Aimsun and S-Paramics.</p> <p>Comply with all appropriate best practice guidance and other technical standards relating to highway modelling and scheme appraisal.</p> <p>Provide guidance to non-highway staff and stakeholders involved in scheme delivery to ensure simple projects achieve client requirements within cost, quality and time constraints.</p>

<p>2.</p>	<p>Meet project time and quality requirements to build and validate transport models for use in transport studies.</p>	<p>Balance simultaneous requests from different internal and external customers and partners</p> <p>Regularly update and reprioritise own work plan and development actions to take account of changing workloads, deadlines and competing priorities</p> <p>Work with the HFAS Managers and the HFAS Senior Transport Planners to coordinate work plans and methodologies</p> <p>Use and develop educational skills and knowledge, with limited support and guidance, to build strategic traffic assignment, micro-simulation and individual junction models</p> <p>Process and analyse observed traffic data for use in model calibration and validation</p> <p>Validate simple highway models applying best practice guidance, including WebTAG</p> <p>Ensure that work is completed within time and budget requirements.</p> <p>For smaller projects, prepare draft study proposals and cost quotes, with support, for the delivery of HFAS services.</p>
<p>3.</p>	<p>Forecasting / major scheme appraisal</p>	<p>Use and develop educational skills and knowledge, with limited support and guidance, to produce traffic forecasts for future year scenarios</p> <p>Use industry standard databases, such as TRICS, to estimate the likely trip generation of new developments</p> <p>Carry out, with support and guidance, economic appraisal of transport infrastructure proposals, including using appropriate software, including TUBA.</p>

<p>4.</p>	<p>Co-ordinated TfGM response to planning applications affecting the Greater Manchester Key Route Network.</p>	<p>Identify significant planning applications, within agreed criteria, including major trip generators and proposals that affect the KRN for all modes of transport.</p> <p>Use and develop educational skills and knowledge, with limited support and guidance, to review Transport Assessments and Statements for new developments produced by developers' consultants.</p> <p>Review the likely trip generation and distribution of trips from new major development proposals</p> <p>Produce simple summary reports to provide targeted and specific advice to the TfGM KRN Management team and to district development control officers about the robustness of analysis provided by the developer and its impact on decision making.</p> <p>Ensure that work is completed within time and budget requirements.</p> <p>Develop and contribute to corporate responses to planning applications affecting KRN.</p>
<p>5.</p>	<p>Planning applications affecting the KRN monitored</p>	<p>Deliver monitoring information on planning decisions, including improvements secured and potential accessibility problems arising from development approvals.</p>
<p>6.</p>	<p>Data collection specification</p>	<p>Design and specify data collection programmes to support model development and scheme delivery, including classified counts, ANPR surveys.</p>

7.	Data Analysis	Analyse traffic and travel data and produce targeted summaries.
8.	Accurate and timely records maintained	<p>Maintain accurate records in accordance with the agreed procedures.</p> <p>Ensure that all records and other technical information and data are correct</p>
9.	Effective communication with clients, project team members and key stakeholders	<p>Create positive working relationships with customers and stakeholders</p> <p>Communicate the results of scheme appraisal and modelling by various channels including the production of progress reports, draft study reports and written correspondence to stakeholders</p> <p>Develop and manage successful relationships with all stakeholders.</p>
Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role.</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • Dignity at Work policy; • Information assurance and security in line with Cabinet Office requirements; • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values <p>Act in accordance with TfGM’s behaviours and competencies</p>

C2	Any other reasonable duties as required from time to time	
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Key Interdependencies	
Key Contacts	Greater Manchester District clients and elected members. Highways Agency Third-party consultants and developers TfGM Bus and Rail Directorate TfGM Metrolink TfGM Programme Management Services TfGM Transport Strategy Directorate Statutory Undertakers GM Police Bus Operators Members of the Public
Direct reports	None
Budgetary responsibility	Delivery of projects within project management constraints of cost, time and quality
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

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By: Amanda Tomkinson	10/3/2021				

Transport Planner (Knowledge, skills and experience required at selection stage)	
E	Essential Experience:
E1	Knowledge of and experience in the theory and application of transport planning methods and techniques, including one or more of Saturn, Aimsun, and S-Paramics software
E2	Experience of model development, scheme forecasting and scheme appraisal.
E3	Understanding of the land use planning process and a working knowledge of planning law
E4	Experience and knowledge relating to the delivery of transport and highway projects.
E5	Experience of delivering projects to time, cost and quality standards.
E6	Experience of analysing different data sources, presenting data and drawing logical inferences.
E7	Experience of monitoring expenditure, ensuring that financial targets are met.
E8	Proven experience of preparing clear, concise and well-structured reports.
E9	Experience of working to tight deadlines.
E10	Willingness to undertake training and development to enhance skills and experience in the modelling and appraisal of major transport schemes, network management proposals and new developments.
D	Desirable experience:
D1	Experience in the use and application of Department for Transport software such as TUBA and DIADEM.
D2	Knowledge of different types of traffic management operation and experience of modelling them.
D3	Project management experience; particularly in understanding project management principles, cost monitoring and control and financial management
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	An MSc or Degree, in an Engineering discipline or other numerate discipline such as Physics, Mathematics or Geography appropriate to the technical aspects of the post.
DQ	Desirable Qualifications – Technical, Vocational or educational:
EA	Essential Attributes:
EA1	The ability to work effectively as part of a team.
EA2	Excellent analytical and problem solving skills.
EA3	Excellent and effective written and verbal communication skills, adapting the style of communication as necessary to meet the needs of all stakeholders
EA4	Personal behaviour that is in line with the TfGM statement of values and behaviours
EA5	Self-motivation and personal drive to complete tasks to required timescales and quality standards
EA6	Flexibility to adapt to changing workload demands and new organisational challenges
EA7	Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users
EA8	Sets clearly defined objectives and plans well in advance and takes account of risk and changes; manages time effectively in order to deliver against milestones and commitments

E9	A commitment to deliver the agreed work plan to the timescale and standards required