

Role Profile

Role: HFAS Senior Transport Planner Career Grade

Directorate: Highways

Salary Band: Career Grade 7 / 8

Post reference: HW21

Job Evaluation Date: NA

Role statement or purpose: **Senior Transport Planner Level 1**

To deliver with limited support, data analysis, strategic highway assignment modelling, micro-simulation modelling and value for money appraisal of complex 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. Supervise, provide training, guidance and support to junior members of staff within the team.

Senior Transport Planner Level 2

To manage, deliver and take the technical lead on strategic highway assignment modelling, micro-simulation modelling and value for money appraisal of complex 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. To be a subject matter expert providing advice, technical support and supervision for staff within the team.

Reports to: HFAS Managers

	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 for Senior Transport Planner 1 <i>These set out how the KROs will be achieved – the activities required.</i>	Key Actions for Senior Transport Planner 2 <i>These set out how the KROs will be achieved – the activities required.</i>
1.	An effective Highway Forecasting and Analytical Services (HFAS) business unit performing against defined time, cost and quality criteria	<ul style="list-style-type: none"> Undertake, using own initiative and experience, traffic and transportation studies and assessments, with limited support, to deliver complex transport schemes and detailed 	<ul style="list-style-type: none"> Undertake, using own initiative and experience, traffic and transportation studies and assessments, with minimal support, to deliver complex transport schemes and detailed

		<p>traffic management proposals, using a range of complex transport planning software.</p> <ul style="list-style-type: none"> • Comply with all appropriate best practice guidance and other technical standards relating to highway modelling and scheme appraisal, including DfT TAG Guidance. • Provide in-depth advice, guidance and support, to justify schemes being proposed, to other staff and stakeholders involved in the process to ensure complex projects and schemes achieve client requirements within cost, quality and time constraints • Manage and monitor the outputs and performance of own projects against the key deliverables including financial targets. • Contribute to maintenance of relevant records of work undertaken, work plans and team quality control procedures. 	<p>traffic management proposals, using a range of complex transport planning software.</p> <ul style="list-style-type: none"> • Comply with all appropriate best practice guidance and other technical standards relating to highway modelling and scheme appraisal, including DfT TAG Guidance. • Provide in-depth advice, guidance and support at a senior level, to justify schemes being proposed, to other staff and stakeholders involved in the process to ensure complex projects and schemes achieve client requirements within cost, quality and time constraints. • Apply knowledge and experience to develop and implement innovative and cost-effective solutions to deliver schemes and projects. • Manage and monitor the outputs and performance of multiple projects against the key deliverables including financial targets and ensure that all are covered by task briefs, and that outputs and deliverables are clearly identified. • Contribute to maintenance of relevant records of work undertaken, work plans
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			<p>and team quality control procedures.</p> <ul style="list-style-type: none"> • Proactively seek opportunities to develop modelling, forecasting and appraisal services and the team client base to maximise business development opportunities and enhance the future sustainability of the Highways Department. • Improve the efficiency and effectiveness of HFAS processes and systems using innovative and novel techniques.
<p>2.</p>	<p>Projects delivered to time, budget and quality requirements, applying required values and behaviours.</p>	<ul style="list-style-type: none"> • Work with the HFAS Management team and other HFAS staff to coordinate work plans and methodologies. • Balance simultaneous requests from different internal and external customers and partners • Regularly update and reprioritise own work plan and development actions to take account of changing workloads, deadlines and competing priorities • Maintain accurate records in accordance with team procedures and quality control systems • Monitor projects taking corrective action as necessary, and ensure all work is delivered within agreed time, quality and budget requirements. 	<ul style="list-style-type: none"> • Work with the HFAS Management team and other Highways staff to contribute to the management and monitoring of the team workstack and quality control procedures. • Balance simultaneous, multiple requests from different internal and external customers and partners. • Regularly update and reprioritise project work plans and development actions to take account of changing workloads, deadlines and competing priorities. • Ensure that accurate records are maintained in accordance with team procedures and quality control systems. • Monitor projects taking corrective action as

			<p>necessary, and ensure all work is delivered within agreed time, quality and budget requirements.</p> <ul style="list-style-type: none"> • Work closely with other parts of TfGM to coordinate and integrate HFAS work and assumptions for forecasting and scheme appraisal with wider TfGM priorities.
3.	Operational and strategic highway modelling and business case development to deliver projects and programmes to improve traffic flows and traffic management systems in accordance with the agreed plan and stakeholder needs	<p>Prepare study proposals and cost quotes for complex projects, for the delivery of HFAS services.</p> <p>Build and apply strategic SATURN traffic assignment, micro-simulation (Paramics and Aimsun) and individual junction models with limited support, taking responsibility for producing traffic forecasts for multiple potential scenarios for complex projects</p> <p>Process and analyse observed traffic data from complex survey programmes for use in model calibration and validation</p> <p>Take responsibility for validating large / complex highway assignment models applying best practice guidance, including DfT TAG.</p> <p>Use industry standard databases, such as NTEM, Tempro and TRICS, to inform the development of traffic forecast scenarios</p>	<p>Prepare study proposals and cost quotes for complex projects, for the delivery of HFAS services.</p> <p>Specify, build and apply strategic SATURN traffic assignment, micro-simulation (Paramics and Aimsun) and individual junction models with minimal support, taking responsibility for producing traffic forecasts for multiple potential scenarios for complex projects</p> <p>Determine / specify data requirements and sources, and then process and analyse observed traffic data from complex survey programmes for use in model calibration and validation</p> <p>Take responsibility for validating large / complex highway assignment models applying best practice guidance, including DfT TAG.</p> <p>Use industry standard databases, such as NTEM, Tempro and TRICS, to inform</p>

		<p>Take responsibility for and carry out economic appraisal of transport infrastructure proposals, including using economic appraisal software (TUBA) and variable demand modelling software (DIADEM).</p>	<p>the development of traffic forecast scenarios</p> <p>Take responsibility for and carry out economic appraisal of transport infrastructure proposals, including using economic appraisal software (TUBA) and variable demand modelling software (DIADEM).</p> <p>Research new and innovative developments and practices in modelling and data processing technology.</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>Review complex Transport Assessments and Statements for new developments produced by developers' consultants, including liaising with district planning and highways officers and developers' consultants.</p> <p>Review the likely trip generation and distribution of trips from new major / complex development proposals</p> <p>Produce 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</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>Review complex Transport Assessments and Statements with minimal supervision for new and/or contentious development proposals produced by developers' consultants, including liaising with district planning and highways officers and developers' consultants.</p> <p>Review the likely trip generation and distribution of trips from new major / complex development proposals</p> <p>Produce summary reports to provide targeted and specific advice to the TfGM KRN Management team and to district development control officers about the robustness</p>

		<p>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, pre-application discussions and planning appeals affecting KRN.</p>	<p>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, pre-application discussions and planning appeals affecting KRN.</p>
5.	Specify and deliver complex survey and data collection programmes and targeted statistical analysis of data.	<p>Design, specify and commission complex data collection programmes to support model development and scheme delivery, including classified counts, ANPR surveys and traveller interview surveys.</p> <p>Analyse complex traffic and travel data and produce targeted summaries.</p>	<p>Design, specify and commission complex data collection programmes to support model development and scheme delivery, including classified counts, ANPR surveys and traveller interview surveys.</p> <p>Analyse and interpret complex traffic and travel data and produce targeted summaries, making best use of sometimes incomplete datasets.</p> <p>Liaise with the TfGM data collection team and Framework contract contractors to ensure survey requirements are met and to make best use of new or innovative techniques.</p>
6.	Provision of expert advice to enhance processes and procedures	<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</p>	<p>Create positive working relationships with customers and stakeholders</p> <p>Communicate results at a senior level of scheme appraisal and modelling by various channels including the</p>

		<p>progress reports, study reports, project documentation and written correspondence to stakeholders and customers, including responding to complaints from stakeholders.</p> <p>Develop and manage successful relationships with all stakeholders and project teams, including regular client liaison.</p>	<p>production of progress reports, study reports, project documentation and written correspondence to stakeholders and customers, including responding to complaints from stakeholders.</p> <p>Develop and manage successful relationships with all stakeholders and project teams, including regular client liaison.</p>
<p>Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i></p>		<p>Key Actions for both levels <i>These set out how the COs will be achieved – the activities required.</i></p>	
C1	<p>Ensure you comply with all applicable organisational legislation and policy:</p>	<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	<p>Any other reasonable duties as required from time to time</p>		

Key Interdependencies

Key Contacts

Greater Manchester District clients and elected members.
Highways England
Third-party consultants and developers
TfGM Bus and Rail Directorate.

	<p>TfGM Metrolink. TfGM Programme Management Services. TfGM Transport Strategy Directorate Statutory undertakers. GM Police. Members of the Public.</p>
Direct reports	Provide support and guidance to HFAS Transport Planners and Apprentices.
Budgetary responsibility	Delivery of projects within project management constraints of cost, time and quality
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
Created					
David Affleck August 2020					

Senior Transport Planner Level 1 / Level 2 (HFAS) <i>(Knowledge, skills and experience required at selection stage)</i>			
E	Essential Experience:	Level Required	
		Senior Transport Planner Level 1	Senior Transport Planner Level 2
E1	Knowledge of and experience in the theory and application of complex transport planning methods and techniques, including strategic highway assignment models (Saturn software) and/or micro-simulation / hybrid assignment models (Aimsun and S-Paramics software)	Intermediate	Significant
E2	Experience of model specification and development, scheme forecasting and scheme appraisal techniques and best practice	Significant	Significant
E3	Understanding of the land use planning process and a working knowledge of planning law	Intermediate	Significant
E4	Experience and knowledge relating to the delivery of transport and highway projects.	Intermediate	Significant
E5	Experience of using and analysing multiple data sources drawing logical inferences to aid decision making, and to identify short, medium and long-term trends	Intermediate	Significant
E6	Proven experience of preparing clear, concise and well-structured reports for a variety of audiences, including the ability to analyse and interpret complex data and model outputs	Intermediate	Significant
E7	Proven experience of delivering simultaneously, multiple projects to time, cost and quality standards.	Intermediate	Significant
E8	Proven experience of monitoring expenditure, ensuring that financial targets are met.	Intermediate	Significant
E9	Experience of decision making and risk analysis in a fast-moving environment	Intermediate	Significant
E10	Experience of communicating face-to-face to a variety of audiences in an effective manner to ensure satisfactory outcomes are achieved, adapting messages as required	Intermediate	Significant
E11	Negotiating skills to ensure satisfactory outcomes are achieved	Intermediate	Significant
E12	Proven ability to adapt and embrace changes in modelling and appraisal guidance and techniques, to take advantage of emerging new technology and software	Intermediate	Significant



D	Desirable experience:		
D1	Experience in the use and application of Department for Transport appraisal software such as TUBA and DIADEM.	Desirable	Desirable
D2	Knowledge of different types of traffic management operation and experience of modelling them.	Desirable	Desirable
D3	Project management experience; particularly in understanding project management principles, cost monitoring and control and financial management	Desirable	Desirable
EQ	Essential Qualifications – Technical, Vocational or educational:		
EQ1	An MSc or Degree, in a transport planning discipline or other numerate discipline such as Physics, Mathematics, Economics or Geography appropriate to the technical aspects of the post.	Full qualification	Full qualification
EA	Essential Attributes:		
EA1	The ability to work effectively as part of a team involved in the development of complex highway assignment models and data analytics to support the development of major transport schemes.	Significant	Essential
EA2	Excellent analytical and problem-solving skills.	Significant	Significant
EA3	Effective written and verbal communication skills, adapting the style of communication as necessary to meet the needs of all stakeholders.	Intermediate	Significant
EA4	Personal behaviour that is in line with the TfGM statement of values and behaviours	Significant	Significant
EA5	Self-motivation and personal drive to complete tasks to required timescales and quality standards.	Essential	Essential
EA6	Flexibility to adapt to changing workload demands and new organisational challenges, with a willingness to work outside normal office hours on occasions to meet the needs of service delivery	Essential	Essential
EA7	Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users	Essential	Essential
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.	Intermediate	Significant
EA9	Ability to establish and maintain accurate records and reporting systems	Intermediate	Significant
EA10	Proven ability and experience of dealing with and managing multiple stakeholders, including members of the public	Intermediate	Significant
EA11	To be a role model to staff, providing support and advice, with personal behaviour epitomising the stated values and behaviours of TfGM	Essential	Champion Values



EA12	Able to work to tight deadlines and to meet funding and operational targets	Intermediate	Significant
EA13	Proven negotiating ability to ensure satisfactory outcomes are achieved	Intermediate	Significant
DA	Desirable Attributes:		
DA1	Experience of working with Geographical Information Systems, large databases and programming languages, such as Python, MapBasic and SQL.	Desirable	Desirable
DA2	Project management experience; particularly in understanding project management principles, cost monitoring and control and financial management.	Desirable	Desirable

- Basic: Ability to provide at least one example and an understanding of the relevant task/ principle
- Intermediate: Ability to provide more than one example, working with limited support, and an understanding of the relevant task/ principle
- Significant: Ability to provide a number of examples, working with minimal support, and an in-depth / expert-level understanding of the relevant task/ principle