

## Strategic Planning, Transport and Infrastructure Officer

## Role Profile

**Service:** Growth, Communities and Housing – Place Directorate  
**Band:** Band 5  
**Reporting to:** Senior Strategic Planning Officer  
**Responsible for:** No direct reports



**TRAFFORD**  
COUNCIL

### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities prosper***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

The Growth, Communities and Housing Service is part of the Place Directorate, sitting adjacent to the Planning and Development Service. It provides the statutory and non-statutory planning policy, regeneration and housing functions of the Council. It is responsible for local plan and other planning policy production, monitoring of adopted plans and developments, preparation and implementation of economic and place-based regeneration initiatives as well as facilitating the delivery of affordable housing, acting as conduit to registered providers and tackling key housing issues such as rough sleeping.

The Strategic Planning and Growth team is driving forwards a range of planning policy documents, including the Places for Everyone plan (currently at examination), Trafford's own Local Plan, Masterplans for two key strategic sites as well as assisting local communities in bringing forwards Neighbourhood Plans, addressing climate change and implementing biodiversity-net gain. The team also leads on the production and implementation of strategic transport planning in Trafford across all modes, including active travel, buses, tram, high speed rail, cars and HGVs. Additionally, the team are also responsible for setting the Community Infrastructure Levy (CIL) charge and managing and monitoring the collection and application of funds raised from this together with Section 106 (S106) Planning Obligations.

### Your Main Priorities

- Participating in the preparation of planning and transport strategies, policies and projects, including the Trafford Local Plan and Local Transport Plan.
- Assisting in the monitoring of CIL and S106 and their associated administration under the supervision of senior officer(s).
- Contributing to the delivery of projects and schemes to enhance the physical, economic and social regeneration of the borough.
- Undertaking a range of planning tasks under the supervision of senior officer(s).

## Key duties

- Assisting in the preparation of a wide range of strategies, plans and policies relating to spatial planning and development and strategic transport planning.
- Assisting in the collection and analysis of information to provide a baseline evidence base upon which to develop sound plans, policies and strategies.
- Supporting with the preparation of planning, transport and infrastructure documents identified in the Council's Local Development Scheme and/or similar forward plans.
- Assisting with the preparation of monitoring and implementation documents for CIL and S106.
- Supporting the work of the Growth, Communities and Housing Service to bring forward development opportunities which improve the quality of life in Trafford's towns and local neighbourhoods, and which support the Trafford Partnership and corporate objectives.
- Providing advice on planning applications as appropriate.
- Assisting in the development and maintenance of the Directorate's information systems.
- Developing and maintaining up-to-date knowledge of relevant legislation, current policy and practice, and professional expertise relating to spatial, transport and infrastructure planning matters.
- Liaising with other departments of the Council and external organisations and agencies.
- Assisting in arrangements to consult and involve the community and other key stakeholders on Council policies and projects, including publicity and attendance at public meetings.
- Maintaining the Strategic Planning and Growth webpages under the supervision of senior officer(s).
- Preparing clear and concise briefing papers and reports to support senior officers and Members.
- Undertaking any other duties commensurate with the grade of the post.

## About You

### Qualifications and Professional Development

- Educated to A Level, BTEC, HNC/HND, NVQ level 4 standard; OR a combination of formal off the job training plus previous experience in a similar environment

- Membership of the Royal Town Planning Institute or other relevant professional organisation; OR willingness to work towards a relevant membership
- Evidence of continuing relevant professional development

### **Experience and Knowledge**

- Experience of working in a team and achieving collective goals
- Experience of preparing and presenting reports
- Knowledge and understanding of the purpose and procedures central to the plan-led system
- Knowledge and understanding of the issues and procedures for the spatial planning of town centres and local neighbourhoods
- Knowledge and understanding of the issues and procedures relating to gathering and maintaining up to date monitoring information and its relationship to plan making
- Knowledge of the inter-relationships between public, private, voluntary and community sectors in the plan making process
- Knowledge of transport planning
- Awareness of S106 and CIL

### **Skills and abilities**

- Able to establish and maintain excellent working relationships with colleagues, managers and partner organisations
- Good verbal and written communication skills, including report writing
- Ability to work to tight deadlines and to prioritise work
- Good standard of computer literacy in Microsoft Office Applications
- Customer focussed to provide a high standard of service to colleagues and customers
- Ability to work on own initiative
- Ability to analyse information, produce accurate records and to present it in various forms to support decision-making
- Demonstrate a flexible approach and remain solution focussed when managing competing priorities

### **Special Conditions**

- Willingness and availability to undertake occasional work and attendance at Committee and other meetings outside normal working hours

Date prepared/revised	MAR 2016   Updated role profile – 15/05/2024
Prepared/revised by	C Wright / R Pollard
Job Evaluation	Existing evaluation

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.