****JOB DESCRIPTION

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| Job Title | **Strategic Sites Transport Planner** | Post Number | P1028 |
| Grade | M1 | Service Area | Planning and Infrastructure |
| Special Conditions | Based at Pershore  SLA with WCC Highway Authority.  Due to the nature of the role the ability to travel throughout South Worcestershire is essential. | Additional Benefits | N/A |
| Authorised by | Director of Planning and Infrastructure | Date | May 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To act as the expert highway advisor for the Councils on strategic development proposals, with a specific focus on the Parkway Garden Town Development and other major sites within the South Worcestershire Development Plan. The postholder will provide dedicated, professional transport planning and highways development management support, ensuring high-quality, sustainable transport infrastructure is planned and delivered in collaboration with Worcestershire County Council as the Local Highway Authority.  The postholder will work in partnership across internal and external teams, including Planning Policy, Development Management, Infrastructure Delivery, Worcestershire County Council, National Highways, and developers. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Wychavon District Council (host authority), with oversight from Worcestershire County Council under an SLA (Relating to Delegation and authorisation procedures). The post will report to the Head of Development Planning. |
| The postholder manages \supervises: | N/A |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
| 1 | Provide specialist highway development management advice on pre-application enquiries, planning applications and strategic allocations, particularly Parkway Garden Town and other Strategic and major sites. |
| 2 | Coordinate technical responses on behalf of the County Highway Authority, reviewing Transport Assessments and negotiating with developers to ensure suitable mitigation and infrastructure delivery. |
| 3 | To sign off on formal advice or support others in doing so on behalf of Worcestershire County Highway Authority (Subject to SLA). |
| 4 | Contribute to the formulation of transport strategies and guidance to support sustainable place-making. |
| 5 | Represent the Councils at relevant meetings, including planning inquiries and committees, as the expert transport witness. |
| 6 | Lead on the analysis of traffic data, modelling reports, preparation of technical reports, evidence base documents, and policy input relevant to transport and highway infrastructure delivery. |
| 7 | Work collaboratively with colleagues in planning, infrastructure, legal and finance teams, ensuring integrated delivery of strategic sites. |
| 8 | Support the negotiation and drafting of Section 106 agreements and planning conditions related to highway and transport contributions. |
| 9 | Build and maintain positive relationships with developers, consultants, County and District Councils, statutory consultees and the local community. |
| 10 | Provide relevant reports on performance indicators, audit and general statistical information as required by the Head of Development Planning. |
| 11 | Ensure that health and safety responsibilities are carried out in accordance with both statutory and corporate Health and Safety policies and procedures. |
| 12 | To work collaboratively with Local Highway Authority colleagues to develop partnership across all transport modes to deliver a sustainable transport package. |
| 13 | To undertake such other duties as may be reasonably directed by the Head of Development Planning, Head of Development Management, or the Director of Planning and Infrastructure. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Degree or equivalent in Transport Planning, Civil Engineering, Planning, or a related field. | E |  |
| Membership of a relevant professional body (e.g. CIHT, ICE, RTPI) or eligibility to join. | E |  |
| Strong understanding of transport planning and development management processes, legislation, and policy frameworks (including NPPF, s106, s278/s38 etc). | E |  |
| Experience of attending Planning Committees and planning appeals including public inquiry procedures and giving expert witness evidence. | E |  |
| Experience of giving Technical Briefings to Committees/Members or other non-technical stakeholders. | E |  |
| Postgraduate qualification in a relevant discipline. |  | D |

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| Experience | Essential | Desirable |
| Experience in transport planning or highways development management. | E |  |
| Proven track record of assessing complex planning applications, traffic data analysis and transport assessments. | E |  |
| Significant knowledge of the planning process as it affects the delivery of improvements to highways and transport infrastructure | E |  |
| Understanding of the links between land use planning and transport, including statutory planning processes. | E |  |
| Significant experience and knowledge of the Highways Act, highway law. | E |  |
| Extensive knowledge and experience of national highway standards, guidance and highway legislation. | E |  |
| Experience of partnership working with or for local authorities, developers and stakeholders. | E |  |
| Working knowledge of drainage and civil engineering | E |  |
| Experience supporting Local Plan development or infrastructure delivery programmes. |  | D |
| Involvement in major urban extensions or garden community schemes. |  | D |
| Knowledge and experience of Health and Safety and CDM Regulations. |  | D |
| Knowledge and awareness of the requirements of 278/38 agreements and their practical implementation |  | D |

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| Skills Required | Essential | Desirable |
| Excellent communication and negotiation skills. | E |  |
| Strong analytical skills and ability to interpret technical data. | E |  |
| Political awareness and ability to work with elected members and senior stakeholders. | E |  |
| Project and time management skills, able to work under pressure and meet deadlines. | E |  |
| Familiarity with transport modelling techniques and use of GIS or other analysis tools | E |  |

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| Behaviours | Essential | Desirable |
| A collaborative, solution-focused mindset. | E |  |
| Committed to delivering excellent public service. | E |  |
| Professional, resilient, and flexible in approach. | E |  |
| Proactive in identifying improvements and innovation in processes and outcomes. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.