



## Role Profile

<b>Job Title:</b> Strategic Allocations Transport Manager	<b>Role Profile Number:</b> RTH59
<b>Grade:</b> S	<b>Date Prepared:</b> February 2022
<b>Directorate/Group:</b> Strategic Development and Growth	<b>Reporting to:</b> Head of Strategic Transport
<b>Structure Chart attached:</b>	No

### Job Purpose

To lead transport delivery aspects of strategic allocations and strategic development sites in the Borough, including the Transport Development Management for the New Eastern Villages, which, with a total site area of 724 hectares, is the largest of Swindon's strategic growth areas. The NEV will comprise 8,000 homes and deliver more than 4000 new jobs. Other strategic allocations for which the postholder will be responsible from a transport policy and development management perspective include Kingsdown, Wichelstowe and Tadpole Garden Village.

The postholder will play a pivotal role in developing business cases for strategic transport interventions to support strategic developments - which for the NEV alone amounted to £65.2million - developing preliminary concepts to detailed design, and delivery in accord with professional best practice.

The role also leads on the development of the transport evidence base for the Local Plan Review.

These key elements will involve partnership or matrix working across service areas, and external agencies including National Highways, as well as funding agencies, managing term consultants and taking direct budget responsibilities for schemes. This will involve managing staff from other sections or organisations on a project basis to deliver key positive outcomes for Swindon.

### Key Accountabilities

- Lead on the delivery of strategic transport schemes and interventions, to support and justify allocations in the Local Plan, to provide a technical lead in the Council's sub regional engagement on highway matters including the Oxford – Swindon corridor study with England's Economic Heartland and other strategic planning policy documents and policy objectives.
- Co-ordinate strategic transport planning matters across the Borough ensure that a comprehensive approach is taken to place shaping, and meeting Swindon's future development needs, ensuring that an appropriate transport network is in place to support the town's strategic extensions.
- Provide professional planning advice to ensure that the Council can produce a statutory planning policy framework to meet the needs for development, infrastructure provision and environmental protection and enhancement of the Borough.
- Lead the Transport Strategy for the NEV and other strategic urban extensions, including the assessment of a

- range of complex planning applications and making recommendations on behalf of Local Highway Authority.
- Manage and lead on any Public Inquiries relating to transport and highway elements of Swindon’s strategic allocations.
  - Assist in delivery of essential shared transport infrastructure in partnership with developers and statutory delivery partners, including National Highways.
  - Work closely with the key service areas, to prepare funding bids to secure additional investment for Swindon, including from central Government and the LEP and to develop the business case for strategic transport interventions
  - Provide expert professional advice to a wide range of stakeholders on a day to day basis.
  - Lead negotiations of S106 contributions in collaboration with relevant senior officers of the Council.
  - Participate in and contribute to the development and implementation of initiatives and standards for the effective and efficient provision of services.
  - Deputise for the Head of Strategic Transport as required.
  - Inform, define and justify the transport interventions required to support the visioning, development and project management of the transport elements of the (statutory) Local Plan for the Borough and its supporting evidence base and intelligence.
  - Make professional contributions towards the delivery of high quality, sustainable development and place-making across the Borough, and to contribute towards the Council’s wider strategic policy aims and objectives, relating to both the built and natural environment and including: transport, the economy, housing and the environment (particularly climate change and carbon reduction objectives).
  - Advise, consult and communicate with others engaged with different aspects of the Strategic Transport service including: the Cabinet Member for Strategic Transport, the Executive, the chairs of Planning Committee and Council Members. This will involve attending meetings of Committees and other decision making bodies as required.
  - (Working with the Head of Planning, Economy and Infrastructure), to take responsibility for the project management of Evidence Base reports and associated policy development to support the preparation of the key strategic documents including the Borough’s Development Plan documents and Regional and Sub-regional work, as required, to include the briefing, appointment and overseeing of consultants where required.
  - (Working with the Head of Planning, Economy and Infrastructure) to ensure continuous engagement with “Duty to Cooperate” partners, including adjoining local authorities and statutory organisations. This includes commenting on behalf of the Council on national guidance/strategies and any regional or sub regional transport strategies. This will include attending member and officer meetings and examinations.
  - Examine and assess a wide range of complex planning applications for the NEV and other strategic allocations, providing advice to inform an agreed transport strategy for development and to provide a formal response and recommendations on behalf of the Highway Authority in a timely manner.
  - Analyse Transport Assessments submitted by developers / agents in support of planning applications to confirm their accuracy and to determine the impact on the existing highway infrastructure, and assess the measures required to accommodate or mitigate this impact
  - Negotiate with developers, agents and other Council officers with respect to transportation aspects of planning applications and legal agreements. This includes the extent of highway works and new highway required financial contributions towards highways infrastructure, public transport, cycling and pedestrian facilities, and the instigation of travel plans.
  - Work with delivery partners, including National Highways, to deliver transport interventions to mitigate development on the strategic and local road network.
  - Visit and inspect sites of applications and pre-application enquiries to assess potential transport implications and to check the accuracy of details provided.

- Support Development Management colleagues, development professionals and the public in the interpretation and application of planning policy, through the provision of expert professional advice and guidance to planning officers, developers, agents, internal consultees and local stakeholders on transportation issues and requirements to achieve quality and workable highway designs.
- Agree to and justify acceptable departures from standards having regard to highway safety and sustainability.
- Deal with enquiries from Borough Councillors, members of the public and other bodies in accordance with the Council's standard procedures.
- Prepare expert witness written statements or proofs of evidence and attend public inquiries and hearings as required, on behalf of the Highway Authority, defending recommendations and requirements with respect to planning applications.
- Provide expert professional advice with regard to transport development matters in respect of future growth proposals for Swindon working closely with planning officers and the Strategic Transport Commissioner.
- Keep abreast of national best practice, emerging engineering designs and creating/maintaining links with other Local Highway Authorities.
- Manage and lead on the production of Transportation Supplementary Planning Guidance and Strategy, recommending and undertaking updating, research and public consultation where appropriate.
- Research and analyse national surveys, papers, guidance and advice applying local context. Preparing, managing and delivering a schedule of informal training on this research for the Directorate.
- Deputise for the Head of Strategic Transport at a local, regional and national level including the day to day running of the Team where required.
- Work closely with Head of Strategic Transport, and all key service areas, to project manage the preparation and submission of funding bids to secure additional investment for Swindon, including from central Government and to develop the business case for strategic transport interventions.
- Prepare and agree contract scopes with our Term Consultant to undertake Feasibility Studies, Ground Investigation, Ecological Reports, Detailed Design as required.
- Monitor project/workstream progress and prepare status reports for project boards.
- Prepare written and verbal reports to Cabinet Member, Committees, Stakeholder groups as required.
- Manage project budgets and be responsible for the delivery of projects to the agreed quality and programme criteria.

### **Supplementary Accountabilities**

- Prepare reports to Cabinet, Scrutiny Committee and the Planning Committee relating to transport strategy, highway and land drainage matters and to provide information to working parties, commissions and project teams as appropriate.
- Chair meetings, attending evening meetings and stakeholder events as required outside normal working hours.
- Make site visits throughout the Borough and attend meetings outside the Borough as required.
- Ensure compliance with Standing Orders, Financial regulations and all relevant legislation in so far as activities within the street lighting and traffic signals team.
- Respond to requests and queries from Council Members and members of the public, in a helpful and constructive way.
- Establish good communication in relation to senior staff, elected members and key stakeholders.
- Ensure that personal and individual team members' training needs are identified and discussed with the Head of Strategic Transport.
- Support multi-disciplinary learning with wider Directorate.

- Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community.
- Ensure that the quality assurance systems are adhered to, monitored and reported as required.
- (In accordance with the provision of Health & Safety at Work Act 1974), take responsible care for the health and safety of myself and other people who may be affected by acts or omissions at work. Also co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the level of the post.
- Participate in the recruitment, selection, training and discipline of staff as requested by the Head of Strategic Transport.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Significant proven experience on dealing with major transportation projects of strategic importance linked to substantial developments.
- Experience of justifying, securing funding for and delivering major transport schemes including strategic highway interventions to enable major development or inward investment opportunities.
- Experience of providing transport evidence in the determination of major planning applications
- Experience of results-driven matrix working and matrix management in a complex organisational environment, including joint working with external organisations
- Project management experience of delivering major transport projects (£millions)
- Full understanding of relevant planning and highway legislation/policies and their application, for example the planning process, CIL, s278, s106 and s38 agreements, commuted sums and Advance Payment Code
- Experience of engaging in financial negotiations, undertaking research, analytical assessment and interpreting technical drawings to reach evidenced based conclusions to support mitigation packages.
- Technical knowledge of highway design and construction standards
- Significant proven experience of assessing complex transport impacts on a strategic and local level in a Local Authority environment.
- Computer literacy in word processing, databases, spreadsheets, GIS and presentation packages (required for day to day undertakings of the job)
- Experience of report writing, policy formulation and review, monitoring and detailed analysis of information.
- Experience of contributing to construction and design specifications.
- Experience of decision making and managing projects (to ensure that set tasks are undertaken and completed in the Borough Council's accepted format and to a satisfactory standard).
- Giving expert witness evidence and cross examination.
- Experience of directly involving the community in the planning process, for example through the Local Plan preparation process (including Supplementary Planning Documents or Neighbourhood Plans), community exhibitions and workshops or develop run events.
- Ability to communicate effectively with technical and non-technical audiences, and to convey information accurately and concisely with diplomacy, tact, sensitivity and assertiveness.
- Experience of presentation of information to Members of the Council and the public (to meet the Council's requirements for stakeholder involvement in the planning process).
- Experience of major development schemes or town expansion including negotiation skills and the

implementation of S106 requirements.

- An ability to work under significant time and financial pressures.
- Out of hours working is required particularly concerning stakeholder engagement and preparation for Inquiries. The post holder is also required to engage in flexible working arrangements such as working from home.
- Ability to make site visits to construction sites, knowledge of Health and Safety and CDM regulations.
- Managing the workload of others on a project by project basis as well as own workload, and advising and guiding others on work issues.
- Undertake duties above with little management supervision.

### **Qualifications**

- Degree in Civil Engineer/Transport Planning or related discipline or compensatory experience.
- Member of Chartered Institute of Highways and Transport or equivalent, or eligibility to join.

### **Decision Making**

- Ability to think laterally, scanning the broader environment to seek links and connections that may not immediately be apparent.
- Application of technical skill and judgement in the development and implementation of policy and evaluation of solutions to complex development issues and attended network problems. Decisions impact on cost and performance of the network and on public safety
- Decisions impact on the day to day driving experience of users of the road network
- The post-holder is required to prepare advice on behalf of the Head of Strategic Transport on Highway Authority issues on a regular basis concerning all matters within this work area. This advice and recommendations can have political and legal repercussions and the highways through new neighbourhoods can last for decades.

### **Creativity and Innovation**

- The post holder will be required to regularly use their own initiative, experience and judgement to develop policy in respect of and inform representations to strategic extensions, within national, sub-regional and local guidelines and proprieties and assess and oversee technical negotiations ensuring workable and safe solutions.
- Use of initiative, experience and judgement to assess the acceptability proposals that may fall outside of current guidelines seeking through initiative and creativity, workable solutions to highway issues
- Initiative is also required when preparing and contributing towards design guidance and future working practices, giving appropriate consideration to the significant growth proposals for the Borough and neighbouring local authorities.
- The post holder will further be required to work with very senior council officers and Councillors, company and development directors, etc., to create innovative solutions for a range of proposals and highway aspects of developments.
- The role requires original thinking and planning on a day to day basis in order to carry out relevant duties including the formulation of solutions and construct systems in areas where no previous guidance or models exists.
- Seek new processes to support delivery and value for money both internally and externally

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Matrix working across teams means that the postholder will be expected to provide technical leadership and guidance to staff in other sections including peers.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>None, but will develop, utilise and interpret IT transport modelling packages commissioned and operated by the postholder.</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- The postholder will be required to demonstrate matrix working leading on projects, including scheme development and construction, data sharing and the development of evidence where they will technically supervise staff from other service areas, and potentially other organisations. As such the postholder will be expected to work on a day to day basis with all service areas – regular contact in contributing to the determination of planning applications and delivery of transport interventions associated with strategic allocations.
- Chief Legal Officer – contact in terms of drafting and circulation of committee reports, managing, coordinating and preparing cases for Inquiries and Section 106 legal agreements and management plans for environmentally sensitive areas.
- Service Manager Transport Policy Traffic Management.
- Head of Technical Finance and Deputy s151 Officer and Infrastructure Co-Ordinator – contact in terms of programme budget and infrastructure delivery.
- S106/CIL Manager – contact in terms of negotiation and agreeing S106 contributions on complex planning applications.
- National Highways in respect of transport modelling and assessment of development impacts on the strategic highway network.
- Developers and their consultants in respect of strategic planning applications.
- Key Stakeholders and community organisations – on-going engagement and regular contact with Parish Councils, Residents Associations, or equivalent.
- Daily contact with members of the public in response to telephone, e-mailed, written or face- to-face enquiries.
- Consultants engaged to undertake duties pursuant to the progression of applications and details submitted pursuant to Section 106 legal agreements and conditions.
- Members of the Council – formal contact through Panels, Committees, Project Boards, Project Teams and regular informal liaison as appropriate.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- All Jobs have the responsibility to comply with the Directorate Health & Safety Policy and with Swindon Borough Council's Policy on Diversity and Investors in People.
- The post-holder is required to implement and/or monitor quality assurance initiatives and standards for the effective and efficient provision of services within the team and provide quality service to all customers taking every opportunity to enhance the image and reputation of the Council.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	