

Job title:	Principal Transport Manager – Major Projects	Role Profile No	HI004 v2
Grade/s	S		
Salary Range			
Directorate / Pillar / Strand	Service Delivery, Highways & Transport	Reporting to:	Service Manager, Transport Development & Street Works
		Responsible for:	Up to 2 members of staff

Reporting Structure

Reporting to the Service Manager, Transport Development and Street Works Management on a day to day basis and on technical issues.

Role Overview:

Under the general direction of the Service Manager – Transport Development and Street Works Management, the Principal Transport Manager will play a pivotal role in supporting the successful delivery of new developments across the borough. There are exciting major developments coming forward within Swindon, including (but not limited to) 4,500 new homes at Wichelstowe, 1,855 new homes at Tadpole Garden Village, 8,000 new homes at New Eastern Villages, 350 new homes at Abbey Farm and 1,650 new homes at Kingsdown, plus strategic town centre mixed use schemes such as Kimmerfields and the Corn Exchange. The future developments will bring significant growth to the area that will need to be supported with appropriate highways and transport infrastructure improvements.

The role will play a critical part in assessing strategic transport interventions associated with the development sites identified above, providing the Local Highway Authority decisions in the form of recommendations to the Local Planning Authority on strategic infrastructure together with leading on the detailed design assessment. This will involve partnership working across service areas, in particular with Project Managers, in the context of a detailed delivery programme, managing term consultants and direct budget responsibilities.

From initial inquiry, through the planning process, to the adoption of new transport assets, responsibilities will include interpreting, advising and applying national and corporate guidance to help formulate the Council's Policy and working practices in the delivery and management of the professional and technical services in relation to these strategic development sites. The role will carry out shared line management responsibilities for up to two members of staff and provide expert professional advice to a wide range of stakeholders including planning appeals.

Key Role Purpose

- To lead Transport Development Management for the major development sites across the borough, including assessment of a range of complex planning applications and making recommendations on behalf of the Local Highway Authority.
- To manage and lead on any planning appeals.
- To assist in the delivery of essential shared infrastructure for these sites, in partnership with developers and statutory delivery partners, including Highways England.
- To provide expert professional advice to a wide range of stakeholders on a day to day basis.
- To assist in negotiations of S106 contributions in collaboration with the Planning Team, Borough Solicitor and the S106/CIL Manager.
- To meet with the statutory timescales and requirements of Planning Performance Agreements.
- To participate in and contribute to the development and implementation of initiatives and standards for the effective and efficient provision of services within Highways & Transport including the Council Strategy, the Departmental Plan, Service Plans, Investors in People and ISO 9001 to achieve Best Value and the continuous improvement and effective delivery of the service.
- To share management responsibilities with the Service Manager, Transport Development and Street Works including training and workload management.

Role Accountabilities

- Examine and assess a wide range of complex planning applications and provide a formal response and recommendations on behalf of the Highway Authority within the planning BVPI standard time period.
- Work with delivery partners, including Highways England, 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 the potential transport implications and to check the accuracy of details provided.
- To provide expert professional advice and guidance to planning officers, developers, agents, internal consultees and local stakeholders on transportation issues and requirements to achieve quality designs.
- Agree to and justify acceptable departures from standards having regard to highway safety and sustainability.
- 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.
- 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.
- Deal with enquiries and complaints from Borough Councillors, members of the public and other bodies in accordance with SBC 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.
- Responsible for managing day to day workload, giving advice and guidance as necessary, training and development needs, administer monthly 121's and six-monthly appraisals, manage sickness absence, timesheets and leave provisions and recruitment into posts.

- To provide expert professional advice with regard to transport development matters in respect of future growth proposals for Swindon working closely with planning officers and providing timely response, ensuring to meet statutory timescale and the requirements of Planning Performance Agreements.
- Manage on behalf of the Service Manager, Transport Development and Street Works the process for maintaining and updating the Teams technical design guidance Transport Requirements for Development. Keeping abreast of national best practice, emerging engineering designs and creating/maintaining links with other Local Highway Authority's.
- Manage on behalf of the Service Manager - Transport Development and Street Works all Transportation Supplementary Planning Guidance, recommending and undertaking 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 Team.
- Deputise for the Service Manager -Transport Development & Street Works Management at a local, regional and national level including the day to day running of the Team where required.
- Prepare and agree contract scopes with external Consultants to undertake detailed Multi Modal Model assessments and individual junction analysis.
- Monitor project progress and prepare status reports for the Strategic Transport Board on the transport implications of planning applications.
- Prepare written and verbal reports to Cabinet Member, Committees, Stakeholder groups as required.
- Manage the project budget and be responsible for the delivery of the project to the agreed quality and programme criteria.

Supplementary Accountabilities

- To prepare reports to committee relating to highway matters and to provide information to working parties, commissions and project teams as appropriate.
- Chairing meetings, attending evening meetings and stakeholder events as required outside normal working hours.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.
- To ensure compliance with Standing Orders, Financial regulations and all relevant legislation in so far as activities within the street lighting and traffic signals teams.
- To 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 and management and key stakeholders.
- Ensure that personal and individual team members training needs are identified and discussed with the Service Manager - Transport Development and Street Works Management.
- Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community.
- Ensure that the quality assurance systems applied to the Group 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.
- To participate in the recruitment, selection, training and discipline of staff.

Knowledge and Experience

- Significant proven experience on major transportation projects in a Development Control, Transport Planning arena.
- Membership (or eligibility for membership) of an appropriate professional institute, for example the Institution of Highway Engineers, Chartered Institute of Highways and Transport and Institution of Civil Engineer
- Experience in Transport Development Management/Highway Development Control/Transport Planning, preferably on behalf of or within a Local Authority environment.
- Project management experience of delivering major transport projects.
- 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, Advance Payment Code, and Stopping Up of Highway Land.
- 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.
- 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 under 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 developer 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.
- Ability to work under significant time and financial pressures.
- Out of hours working is required particularly concerning stakeholder engagement, attending Planning Committees 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 others and own workload, leave, absences, appraisals and advising and guiding others on work issues.
- Undertake duties above with little management supervision.

Qualifications required for this post:

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

Contacts and Relationships

- All service areas – regular contact in contributing to the determination of planning applications and delivery of transport interventions.
- Strong and regular multi-disciplinary team working with internal and external colleagues including meetings, site visits, sharing of data and workshops.
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- Directorate of Corporate Governance – contact in terms of drafting and circulation of committee reports, managing, co-ordinating and preparing cases for Inquiries and Section 106 legal agreements and management plans for environmentally sensitive areas.
- Head of Economy and Attainment – contact in terms of reporting to Swindon and Wiltshire LEP and informing funding bids and working with key delivery partners.
- Borough Solicitor and S106/CIL Manager – contact in terms of negotiation and agreeing S106 contributions on complex planning applications.
- Developers and their consultants in respect of determination of 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

- 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.

Signature:	Date
Signature:	Date: