**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Transport Planning Technician |
| **Job Reference** | 20553 |
| **Grade and Salary** | 4 - £28,598 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Transport Strategy – Transport Planning team |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX – Hybrid working |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To formulate the Highway Authority’s response to consultation on planning applications for minor development proposals.

To contribute to the development and implementation of sustainable transport policies and work programmes providing the opportunity to help shape the future of transport in Suffolk.

* To assess planning applications for impacts on road safety and potential impact on the highway and road users.
* To respond to consultations from the District Council when dealing with planning applications for development that affects the highway by making recommendations including suggested conditions of permission.
* To negotiate with developers, agents, individual applicants or the local planning authorities as appropriate to achieve solutions which overcome highway concerns relating to proposed development.
* To record, process and analyse data relating to highway development management.
* To liaise with other internal colleagues (Transport Strategy Technical Team, Street Lighting, Rights of Way, Traffic Management, Public Transport and Road Safety), the Local Planning Authority and members of the public, landowners and developers on highway matters.

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| **About the team**  |

The Transport Planning Teams forms part of the wider Transport Strategy team, helping to deliver growth across Suffolk.  This includes, Development Management, ensuring new developments are sustainable in highway terms to support Suffolk’s growth ambitions. We secure funding and the delivery of new transport infrastructure and initiatives, including active travel.

You will be part of a team that works together to provide comments on the suitability of new development in highway terms to local planning authorities.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Reviewing minor planning applications (e.g. advertisements, signage, replacement dwellings and extensions to existing) to assess the impact to the highway
* Use policy, design manuals and best practice guidance to check that proposals meet the requirements.
* Liaise with district council planning authorities as appropriate to check and confirm details or seek additional clarification on an application.
* Negotiate with developers, agents or individual applicants as appropriate to achieve solutions which meet the highway authorities policies and objectives.
* Record, process and analyse data relating to highway development.
* Use computer systems to check information and record decision making using the councils IT systems.
* To liaise with other internal colleagues (Transport Strategy Technical Team, Street Lighting, Rights of Way, Traffic Management, Public Transport and Road Safety), the Local Planning Authority and members of the public, landowners and developers on highway matters.
* Providing feedback to line manager or senior manager with regards to particular applications or seeking approval for a course of action
* Assist in the maintenance and update of policy and guidance as required.
* Input to development of local town plans, ideas for highway improvements in a given local area.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. NVQ Level 4/5 (undergraduate), or Level 3 (A levels) working towards foundation degree, or evidence of an equivalent level of knowledge and experience.
2. High levels of literacy and numeracy.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Some experience in relevant field of transport strategy.
2. Working knowledge of transport legislation, local & national strategy, technical and political frameworks relevant to own specialism.
3. Able to interpret complex legislation, guidelines, and technical information to produce reports, recommendations and advice.
4. Able to work collaboratively with a range of stakeholders to develop solutions to complex problems.
5. Proven ability to work within procedures and guidelines and delivering to set timescales.
6. Political awareness and relevant understanding of local government.

Proficient in the use of Microsoft Office programmes, and other software relevant to the role.

1. Confident communicator who can convey both simple and complex information to colleagues.

**Additional requirements**

1. Able to travel between locations throughout Suffolk.

**It would also be desirable to have**

1. Application of road safety techniques
2. Project Management skills
3. Substantial experience in transportation or planning
4. Knowledge of highway designs standards and Highways Act

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.