



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT AND REGENERATION DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE:** Planner Transport Policy

**Grade:** Career Grade ME12 –ME15

**DIVISION/SECTION:** Sustainable Communities

**Location:** Civic Centre

**Responsible to:** Programme Manager: strategic policy and research

**Post number:**

**Date:** March 2011

**1. MAIN PURPOSE**

1. To be responsible for leading multi disciplinary project teams to develop and deliver innovative solutions on all aspects of transport policy, performance and funding.
2. To be the Council's lead officer on the development of transport policy for Merton Council, primarily the preparation, submission, review and delivery of transport planning policies and guidance, including the Local Implementation Plan and other technical plans.
3. To manage specific projects in particular relating to the Council's sustainable transport policies, to provide expert advice and support with regard to departmental and corporate initiatives as appropriate including advice to Councillors, local residents, developers, community groups, businesses and other technical and non-technical audiences

## **2. MAIN DUTIES AND RESPONSIBILITIES FOR ALL GRADES**

### **ME12**

1. To identify, co-ordinate and deliver the preparation of robust and effective research and monitoring information to support production and delivery of Merton's transport planning policies.
2. To develop effective working relationships at an appropriate level with key agencies and organisations, such as government departments, the Greater London Authority, strategic healthcare providers, housing providers, the Environment Agency, infrastructure providers and others. This includes undertaking negotiations to raise the profile of Merton for transport policy and development matters, representing the Council at external meetings and leading on Merton's input to external strategies.
3. To identify potential external funding sources and develop effective bids to secure them, ensuring that the Council's ability to generate external funding for projects is maximised. To develop bids for capital and revenue resources as appropriate and provide support for project management, budget management and financial forecasts.
4. To promote the projects and activities of the team to the wider council, its partners and external organisations including the development industry, other public bodies, business organisations and community associations to raise the teams' profile and attract new business.
5. To undertake analysis and make recommendations to the Project Managers and Future Merton Manager and others as required enabling budget allocation and effective resource management.
6. To undertake regular site visits borough-wide in all seasons to assess spatial planning matters including on development proposals.
7. To guide the Policy Monitoring Officer in identifying research and monitoring requirements for transport policy issues, including those relating to the effective delivery, monitoring and review of the Local Implementation Plan and other sustainable transport projects.
8. To be responsible for the achievement and maintenance of high professional and technical standards, including an up-to-date knowledge of relevant transport planning legislation, guidance standards, techniques and financial implications.
9. To undertake other duties as required.

### **ME13**

To have demonstrated all of the above to a high standard and:

1. To be responsible for the creation, delivery and review of transport planning strategies for Merton Council, including the Local Implementation Plan and other technical plans.
2. To ensure that effective consultation arrangements which are fully compliant with any relevant statutory requirement, are in place to provide a clear and transparent mechanism for individuals and groups to contribute to the strategy development process.
3. To manage tendering and contract procedures for projects within the service area, advise on and agree the appointment of consultants carrying out studies and projects. Final responsibility would ultimately rest with the postholder.
4. To supervise and motivate junior staff, to establish the quality and budgetary criteria they are expected to work within, and to manage their performance within specific projects.

#### **ME14**

To have demonstrated all of the above to a high standard and:

1. To have a substantial level of technical and complex knowledge to effectively devise and deliver transport planning policies and guidance for Merton.
2. To represent the Council at public meetings, exhibitions and events on a range of transport issues, including those that are contentious and sensitive, present reports and offer advice to Members where decisions on planning policy are required
3. To take the lead on representing the Council as expert witness on specific planning policy matters at public enquiries as required (e.g. statutory development plans, planning appeals.)

#### **ME15**

To have demonstrated all of the above to a high standard and:

1. To take sole responsibility for representing the Council as expert witness on specific technical transport policy matters at public enquiries as required (e.g. statutory development plans, planning appeals.) This process can be adversarial with robust cross-examination

#### **ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE**

The post holder is expected to be committed to the council's core values of public service, quality, equality and empowerment and to

demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

## **OTHER REQUIREMENTS**

### **Health & Safety**

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

### **Equal Opportunities**

To be aware of the council's Equal Opportunities Policy: to understand it and to adhere to it.

### **Customer Care**

To assist in ensuring that the council's aims and objectives relating to customer awareness are achieved.

### **New Technology**

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT and REGENERATION DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE:** Planner Transport Policy

**Post No:**

**Grade:** Career Grade ME12 – ME15

**Date:** March 2011

**Knowledge**

1. Knowledge of legislation and techniques relevant to transport planning.
2. Understanding of the legislation relating to transport planning and associated topics.
3. Knowledge of best practice and innovative approaches to transport planning.
4. Knowledge & awareness of issues relating to equal opportunities.

**Skills & Abilities**

5. Ability to conduct an open and communicative approach including excellent written and oral communication skills.
6. Ability to plan, programme, monitor and deliver projects and programmes of work in accordance with required timescales.
7. Good analytical skills including the ability to collect, present and interpret complex information.
8. Leadership and interpersonal skills combined with the ability to work effectively as an individual and within a team.

9. Understanding of resource management, including effective budget management.
10. Understanding of IT systems including a good level of competence in all standard software packages including Microsoft Word, Excel and Powerpoint. Familiarity with IT relevant to spatial planning, including mapping packages and CAD.
11. An understanding of the different roles and needs of Councillors, clients, consultants, contractors and the public in relation to the team's work.

### **Experience/Training**

12. Relevant degree or qualification in transport planning.
13. Experience in delivering transport policies and projects.
14. Experience of assessing the transport implications of planning applications and other major projects/initiatives.
15. Experience of motivating and supervising staff.

### **Other Requirements**

16. A willingness to work outside normal office hours.