

JOB DESCRIPTION

Job Title:	Transport Planner Apprentice		
Directorate:	Place, Planning and Regeneration	Salary:	£21,968 - £25,409 + £663 London Weighting
Section:	Highways & Transport	Grade:	BG-I (SCP 6-14)
Location:	Time Square, Bracknell	Work Style:	Flexible (Hybrid of office/site and remote/home)

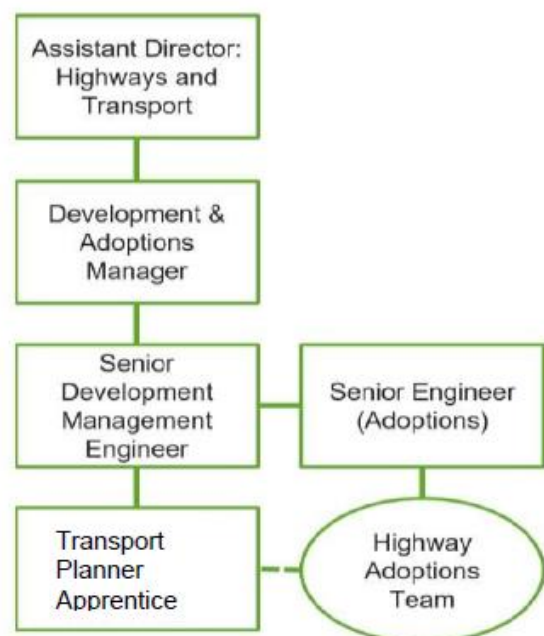
* Increments can be awarded at the end of stage one of the degree (usually 18 months) and at the end of stage 2 (a further 18 months). On successful completion of the apprenticeship the post will be rewarded as BG-H, which currently holds a salary of £26,541 - £31,762 which includes £663 London Weighting.

Key Objectives of the role

- To assist the highways and transport team with considering and evaluating a wide variety of planning applications from a highways and transport perspective.
- To assist with determining the traffic and transportation implications and requirements of development proposals and to assist in securing high quality development and necessary highway related improvements through the planning process.
- To assist members of the Highway Development and Adoptions team with responses to planning applications, highways agreements, planning appeals, land charges searches and street naming & numbering as required.

Designation of post and position within departmental structure

This post reports to the Senior Development Management Engineer, but also works as part of a wider departmental team engaged in transport planning/development management and highways adoptions related work including searches and street naming and numbering.



Daily and monthly responsibilities

1. To develop and maintain a good understanding of national and local policy on transport and development management, and the transport aspects of proposals within the Development Plan.
2. To develop and maintain a good understanding of the transport networks, facilities and characteristics of the area.
3. To assist in reviewing Transport Assessments, Transport Statements, drawings and other relevant material received from developers and their consultants.
4. To develop the skills to provide advice on the transport impacts of proposed development, and developments' compliance with transport policy, to senior members of the development & adoptions team and to planning colleagues in their work in processing enquiries and applications for planning permission.
5. To assist in the preparation of reports and written evidence in relation to planning applications and, where appropriate, for appeals in the planning process.
6. To assist in identifying appropriate measures to mitigate the impact of development, to be directly constructed or provided by the developer under relevant legislation.
7. To develop the skills to provide support in helping to respond to land charges searches and street naming and numbering.
8. To liaise with network and industry colleagues and external professional bodies to develop and maintain knowledge of good practice within the planning and transport development management field.
9. To develop the skills to ensure that allocated day to day correspondence and other communications are dealt with professionally, speedily and effectively.
10. To develop the skills to provide support to and assist the Highway Adoptions Team as required, particularly relating to matters associated with development proposals and associated highway adoption agreements.
11. To undertake such other work as the Council or the Head of Service may determine which is compatible with the responsibility levels of the post.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

The post holder will have the opportunity to assist the highway adoptions team, and to gain experience in this area, alongside the main development management focus of the role (planning application responses from the Highway Authority).

Transport Planning Degree opportunity

This post is offered with the opportunity to complete a BSc Degree Apprenticeship in Transport Planning (subject to entry criteria being met). The starting salary will reflect the qualifications and experience of the applicant in this instance.

Under the Bracknell Forest apprenticeship scheme, you will have the opportunity to study for your Transport Planning Degree which requires you to undertake a minimum of 6 hours off the job training/learning during your normal working week.

The Transport Planning Degree is a course delivered by Aston University, Birmingham, which will require you to attend six one-week blocks on campus per academic year, between September and March. The course is expected to take 5 years to complete and passes (Level C/4 and above) in Maths and English and 3 A Levels (C and above) are essential for enrolling onto the course.

Please set out clearly in your application how you meet this criteria.

It is likely that the start date for the BSc Degree Apprenticeship would be the start of university year in Autumn 2024

Scope of role

1. Working alongside colleagues, the post holder will assist with the evaluation of development proposals, providing responses on behalf of the Highway Authority to planning applications; in relation to transportation requirements, mitigation measures and highway adoption agreements linked to development proposals.
2. The post holder must use judgement in applying Council policy to complex and sensitive matters.
3. Commitment to the Council's Equal Opportunities policy at all times.
4. Commitment to working within the bounds of GDPR legislation at all times.
5. Commitment to Health and Safety

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>5 GCSEs at Grade C/Level 4 or above (or equivalent) including Maths and English. Please set out grades in your application.</p> <p>3 A-Level passes Grade C or above (or equivalent) or expected to attain. Maths Geography or Economics is preferable</p> <p>- or -</p> <p>BTEC in Transport Planning / Transport Planning Technician</p> <p>- or -</p> <p>Transport Planning Technician (preferred) or Civil Engineering Technician - completion of Level 2 or Level 3 (preferred)</p>	<ul style="list-style-type: none"> International Baccalaureate Diploma
Competence Summary (Knowledge, abilities, skills, experience)	<p>Previous relevant experience applying policy and design standards within the field of transport planning, and/or civil engineering.</p> <p>IT literate with Microsoft Word and Excel experience.</p> <p>Ability to analyse problems and information and present written recommendations</p> <p>Well organised and able to manage own workload and seek assistance when required</p>	<p>Previous office experience, particularly if relevant to the role.</p> <p>Experience of involvement with public meetings, elected representatives or similar.</p>
Work-related Personal Requirements	<p>Demonstrates a genuine interest and commitment to a role in transport and development planning.</p> <p>The ability to prioritise work and work to deadlines</p> <p>Strong communication skills.</p> <p>An excellent attend to detail.</p>	

Self-motivated and works well as part of a team.

The desire and enthusiasm to develop a career in transport planning.

Flexible attitude - willingness to assist and respond to requests and the needs of the service.

Adaptable - prepared to cover a variety of tasks.

A desire to learn and develop within the role.

A willingness to study towards and complete the end point assessment for the Level 6 Transport Planner qualification – Please note the requirement above in relation to university attendance at Aston University

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Other Work Requirements

Occasional out-of-hours working (such as attendance at planning committee meetings, which occur once per month).

Will be required to undertake site visits to proposed development sites and highway works.

Role models and demonstrate the Council's values and Behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

