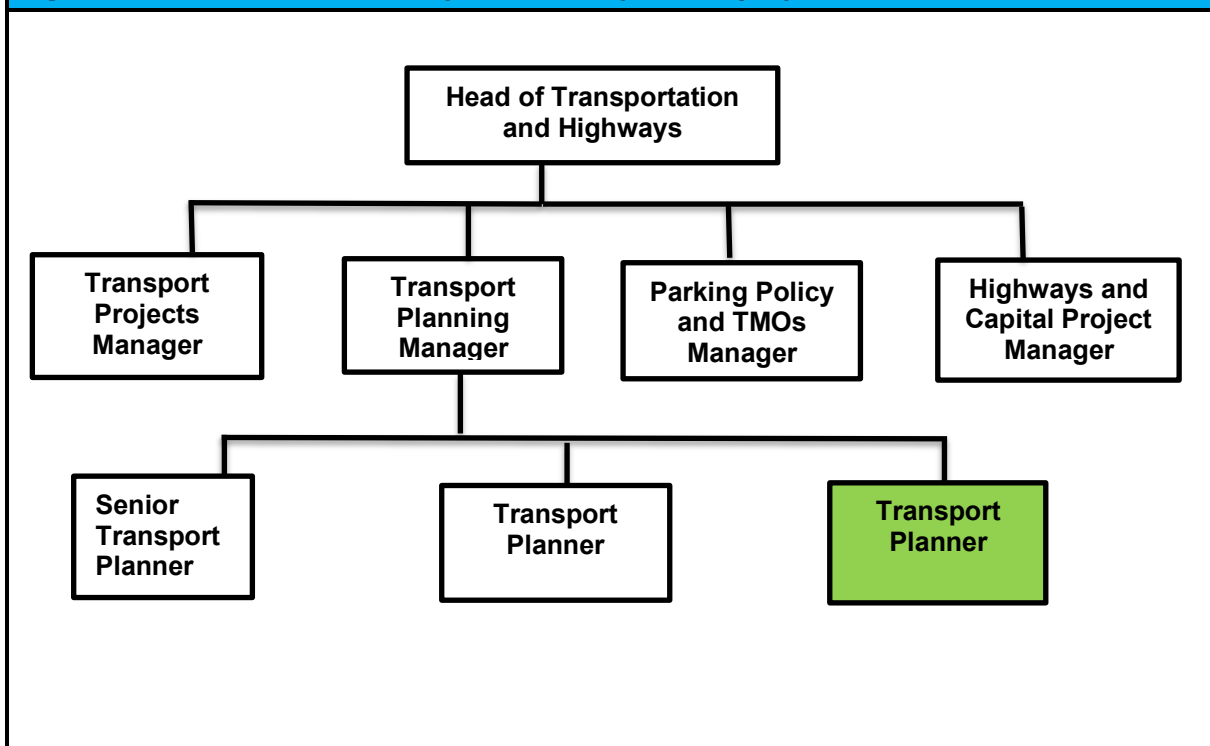


JOB DESCRIPTION

Job title	Transport Planner
Directorate	Environment and Resident Services
Service	Highway and Regulatory Services
Team	Transportation (Highways Development Management)
Grade	F

DBS Check Required	No
Justification for DBS	n/a
Politically Restricted	No

Responsible to:	Transport Planning Manager
Employees directly supervised (if applicable):	n/a
Organisational structure chart (<i>job titles only, no employee names</i>)	



1. JOB PURPOSE:

The post-holder will be involved in the preparation of transportation observations for applications under the Town and Country Planning Act 1990 (as amended). This includes reviewing construction traffic management plans. You will also be responsible for providing responses to applications made under Sections 115E (tables and chairs) and 184 (vehicle crossovers) of the Highways Act 1980 and the Business and Planning Act 2020 (pavement licences).

The post-holder will be responsible for negotiating, implementing, and monitoring legal agreements relating to planning applications and works on the highway. The post holder will also be involved in transport policy work including the development of car sharing services in the Borough and analysing traffic data to understand the effects of schemes, incidents, or development work on the highway.

2. DESCRIPTION OF DUTIES:

- Provide timely, accurate advice to planning officers, internal stakeholders, residents, and professional advisers, contributing to high-quality planning and transport outcomes.
- Assess planning applications and deliver transport and highway consultation responses within agreed service timeframes, normally within 15 days of receipt by the service.
- Support applicants, developers, agents, and residents through pre-application, planning, and Highways Act processes, providing clear professional advice and contributing to delivery of sustainable development.
- Assist in the preparation of the Council's case for planning appeals, including the production of transport evidence, statements, and supporting documentation, helping to secure robust and defensible planning decisions.
- Negotiate and support the delivery of Section 106 agreements and Section 278/ 38 agreements to securing developer contributions and improvements to transport infrastructure, accessibility, and highway safety across the Borough.
- Assist in the development, implementation and monitoring of travel plans promoting sustainable travel choices with planning applications and existing developments.
- Undertake site visits relating to planning applications, Highway Act applications and in relation and other transport and highways matters to inform assessments and decision making.
- Prepare and contribute to committee reports, briefing papers, and key decision documents, ensuring information is accurate, evidence based, and supports effective decision making.
- Analyse traffic flow and transport data to identify trends, assess the impact of planning proposals, traffic schemes or development activity on highway operation and transport networks.
- Build and maintain effective relationships with car club operators to support environmentally friendly car sharing services across the Borough.
- Support the delivery of transport projects including air quality and decarbonisation initiatives contributing to the Council's environmental and sustainability objectives.
- Assist the administration and assessment of pavement licensing applications to ensure compliance with legislation, Council policies, and standard procedures.

- Collaborate with colleagues across the Transport Policy team and wider Council to support the delivery of service priorities and achieve agreed outcomes.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Transport Planner
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: • Relevant qualification in Transport Planning, Town Planning, Civil Engineering or a related discipline or equivalent relevant professional experience. • Knowledge of transport planning, highway management, and related policy and legislation relevant to the role.
C	Skills; Experience and Attitude Essential: • Knowledge of transport planning, traffic management, the planning policy framework, and legislation relevant to role. • Ability to manage and prioritise a varied workload working independently within established procedures and meeting competing deadlines. • Strong numeracy, analytical and problem solving with ability to interpret plans, draft correspondence and reports. • Experience of working collaboratively as part of a team to deliver service objectives. • Proficiency in Microsoft Office, including Excel, Word, and PowerPoint. • Ability to develop practical and effective solutions to transport and highways related

	issues with a logical and organised approach. • Effective communication and interpersonal skills, both written and oral, with the ability to build positive relationships with colleagues, partners, residents and other stakeholders. • Ability to communicate recommendations clearly and confidently, adapting communication styles appropriately to different audiences.
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome.

	Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.