

JOB DESCRIPTION

Job Title:	Highways & Transport Technical Assistant		
Directorate:	Place, Planning and Regeneration	Salary:	£26,110 - £36,017 FTE per annum Inclusive of London Weighting and 15% welcome payment
Section:	Highways & Transport	Grade:	BG-I, SCP06-14, £21,968 – £25,409 BG-H, SCP15-24, £25878 - £31,099**
Location:	Time Square, Bracknell	Work Style:	Flexible (Hybrid of office/site and remote/home)

* any welcome payment will be based on the mid-point of the grade in all cases (BG-I - £3,479 and BG-H - £4,255) regardless of where someone is appointed within the grade. An employee receiving a welcome payment will be required to enter into a prior undertaking to make a refund if they leave the council service within three years

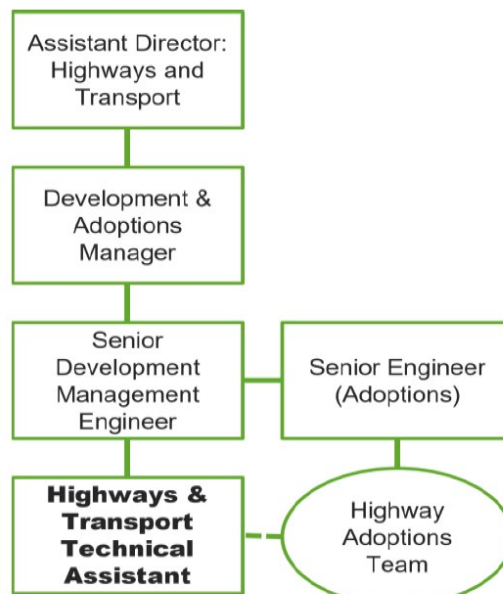
** dependent upon skills/experience/qualifications

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

The post reports to the Senior Development Management Engineer but also works as a part of a wider departmental team engaged in transport planning/development management and highway adoptions related work including searches and street naming & 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 review of Transport Assessments, Transport Statements, drawings and other relevant material received from developers and their consultants.
4. 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. 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 ensure that allocated day to day correspondence and other communications are dealt with professionally, speedily and effectively.
10. 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 in your application if you are interested in the BSc Degree Apprenticeship.

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

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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>GCSEs at Grade C/Level 5 or above (or equivalent) including Maths and English. Please set out grades in your application.</p> <p>If you would like to be enrolled on the BSc Transport Planning Degree Apprenticeship you will also need 3 A-Level passes Grade C or above (or equivalent) or expected to attain.</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>	<p>Membership of a relevant professional institution for transport planning.</p> <p>Further education relevant to the role, such as:</p> <ul style="list-style-type: none"> • Enrolment on the Transport Planning Society (TPS) Professional Development Scheme (PDS) • Transport Planning Technician qualification (TPTech) • CIHT/IHE recognised training in Development Management / Control or Highway Adoptions (S38/S278) • ONC or equivalent in Transport Planning (preferred), Civil Engineering, or another relevant subject • 3 A-levels (or equivalent), preferably including Maths or Geography • 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 relevant experience in a transport planning (preferred), town planning, or civil engineering discipline.</p> <p>Previous experience evaluating technical drawings and plans Previous experience in writing short reports referring to relevant policies and standards</p> <p>Adobe Acrobat (pdf) experience.</p> <p>Microsoft Teams, OneDrive and SharePoint experience.</p> <p>Previous office experience, particularly if relevant to the role. Experience of involvement with public meetings, elected representatives or similar.</p> <p>AutoCAD experience.</p>
Work-related Personal Requirements	<p>Demonstrates a genuine interest and commitment to a role in transport and development planning.</p>	

The ability to prioritise work and work to deadlines

Strong communication skills.

An excellent attention to detail

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 – if this is your chosen pathway.

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.