

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

Job Title: Transport Policy Manager	Job number: WM0489
Directorate: Place	Service Area: Infrastructure, Sustainability and Economic Growth

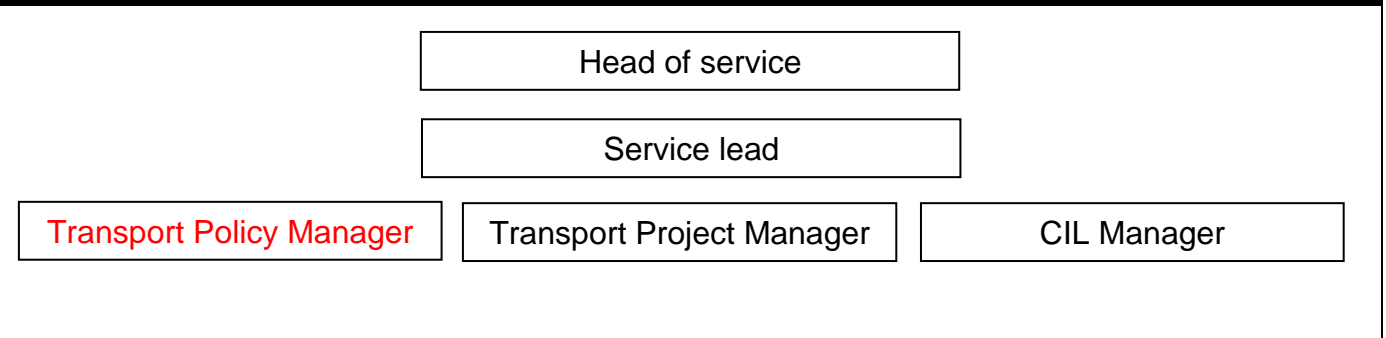
JOB PURPOSE

To lead the development of the Borough's transport policies in accordance with the priorities of elected members, including directing officers both within the council and through our framework contractor, promoting, implementing and monitoring Council transport policies.

To determine the appropriate borough strategy and policy within the national framework.

To integrate and coordinate the development of transport policies with land use policies and practice, and to ensure that the capital programme reflects and delivers the priorities of the Local Transport Plan.

POSITION WITHIN SERVICE STRUCTURE



JOB ACCOUNTABILITIES

- To lead on transport policy on behalf of the council.
- To develop and maintain effective relationships with senior officers of the council and elected members in order to coordinate work and influence decisions in relation to transport policies.
- To develop and maintain effective relationships with a range of customers and stakeholders including amenity groups, transport operators, officers in neighbouring authorities and those working at regional level. This is necessary to ensure that transport policies reflect the needs of all local people and the Borough's interests are effectively represented within the wider area and the region.
- To direct officers within the council and through the council's framework contractor to ensure value for money is achieved.
- To lead on the review of the Local Transport Plan (LTP) and preparation of a replacement, ensuring the right level of engagement with stakeholders and residents.
- To prepare the reports as directed, setting out what has been achieved in the previous financial year and the programme for the forthcoming year – including demonstrating that the programme contributes towards the achievement of statutory and local targets.
- To develop policies and supporting bids for funding from external sources to support the improvement of the borough's transport infrastructure working with the Highways Unit to ensure that the capital programme delivers the priorities identified within the LTP.

- To develop strategies and action plans to meet government targets as set out in legislation and guidance to ensure that resources are expended in line with current council and national policies and value for money is achieved.
- To co-ordinate and determine programmes for effective and wide-ranging consultation on transport policy documents with statutory bodies, interest groups and the general public in order to meet statutory requirements and ensure community involvement in the planning process.
- To produce detailed programmes of work that can be linked to developments ensuring that developer contributions to traffic and transportation schemes are maximised.
- To represent the Council at meetings with Government, neighbouring authorities, members, parish councils, Local Enterprise Partnership, the public, businesses, partner organisations etc., in respect of the Local Transport Plan and the Royal Borough's transport policies to ensure that appropriate and relevant professional advice is provided.
- To brief, support and guide Members with respect to transport planning and policy to ensure that Members take well-informed decisions.
- To lead on responses to government consultations on transport matters at regional and national level.
- To represent the council at public inquiries and, when appropriate, act as the council's witness at inquiries and examinations in public.
- Deal with all correspondence on transport policy matters in accordance with the Council's agreed service standards and central government legislation

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Values - our corporate behaviours
- Budget management

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	Degree level qualification. Evidence of CPD	Professional Membership of appropriate body	Application. Application.
Job Competence summary (knowledge, skills, abilities, experience)	Evidenced experience of developing and implementing transport planning policies and evaluating their effectiveness To be able to maintain a senior planning professional role both within the Council and with external agencies and organisations. Detailed knowledge of current law/regulations/best practice relating to the profession. Experience in stakeholder management. Able to communicate clearly, convincingly and sensitively, orally and in writing. Demonstrable commitment to the principles and practice of equal opportunities in employment and service provision. High degree of political awareness. IT literate.	Experience in project management related to transport infrastructure. Understanding of how to achieve results in a political environment and an ability to do so. A track record of collaborative and team working.	Interview
Politically restricted - No			
Other requirements (e.g. unsocial hours working, driving licence, fit to drive Council vehicle etc)	The post holder will be expected to work flexibly, including possible attendance of evening meetings at a range of locations across the borough.	Full driving licence. May need access to a private vehicle.	Application.