



JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job Title: Head of Transport | Directorate/Service Area: Planning, Transport & Environment |
| Section: Transport | Reporting to: Director, Planning, Transport & Environment |
| Grade: OM1 | Hours per Week: 37 |
| Post Number: | Number of Employees Reporting to Post: 7 |
| Special Conditions: <ul style="list-style-type: none"> • Will undertake such other duties and/or times of work as may reasonably be required of you. • Willingness to work occasional weekends and occasional evenings as the need arises. | Location of Post: County Hall, however homeworking must be undertaken currently due to the pandemic. |

Job Purpose:

To manage, lead and effectively deliver the Transport Planning, Transport Policy and Strategy functions within the County of Cardiff.

To lead on the delivery of long term, cost effective and sustainable solutions to the strategic challenges in Cardiff's Transport network

To take responsibility for leading on the delivery of effective and innovative programme of strategic infrastructure projects.

Duties and Responsibilities

Job Specific Requirements

1. To provide leadership and direction in maintaining and developing the efficient, effective operation and profile of the Service that meets customer and organisational needs/requirements whilst managing associated risks
2. To lead and co-ordinate the Transport Management function including responsibility for the management of workload, direct involvement in negotiations on major proposals, ensuring the smooth operation of Transport Policy and Strategy and providing professional support and advice to Officers
3. To lead and co-ordinate the Transport Policy function including maintaining an up-to-date Local Transport Plan, preparation of supporting guidance, policy monitoring and

cross-authority working including co-ordinating the Council's input into the Strategic Development Plan process

4. To effectively manage the resources of the Service including workforce planning and staff development, budgetary management (including maximising opportunities to secure additional income and putting in place robust financial monitoring measures) and ensuring that IT systems remain fit for purpose
5. To effectively plan ahead to ensure that the Transport Service can adapt to effectively respond to risks/future challenges, identify best practice/develop innovative solutions and respond to evolving customer/stakeholder needs through leading an on-going business planning process
6. To ensure that the Service successfully meets national and corporate performance targets
7. To champion the role of Transport in delivering outcomes which meet national and local priorities including responding to the climate emergency agenda, supporting the post-Covid recovery, meeting future needs and wider well-being and environmental objectives
8. To deputise for the Director of Planning, Transport & Environment as may be required

Corporate Requirements

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate
3. To ensure that the Transport Policy and Strategy fully contributes to relevant corporate initiatives
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

DATE COMPLETED: 02/03/2021

AGREED BY:

Date Received by Post holder: _____

Signature of Post holder: _____



Person Specification

Job Title: Head of Planning
Post Number: ST50009818

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

| Area to be Demonstrated | Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS | Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US | How Assessed Application Form or Interview or Both |
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| Competencies (as per Behavioural Competency Framework) | <ul style="list-style-type: none"> Putting Our Customers First – Level 4 Getting Things Done – Level 4 Taking Personal Responsibility – Level 4 Seeking to understand others and treating them with respect – Level 4 | | Application Form |
| Education & Training | An appropriate professional qualification with demonstrable educational attainment, experience and expertise in Transport Planning Policy and Strategy. | Appropriate leadership/management qualification or other equivalent training/professional development achievements | Application Form & Interview, certification where required |
| Experience / Knowledge | <p>Relevant experience of effectively leading and managing a variety of transport teams</p> <p>Sound understanding of the legislative framework and Transport Policy and Strategy context in Wales.</p> | <p>Demonstration of effectively managing Budgets</p> <p>Sound understanding and awareness of the Public Transport Area, Network Management, Control Room, Streetworks, S278/ S38</p> | Application Form and Interview |

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| | <p>Relevant experience of effectively liaising with Elected Members including giving presentations and advising Cabinet & Local Members</p> <p>Experience of playing a leading role in working corporately and collaboratively with external organisations in delivering successful outcomes</p> | <p>Development, Highway and Traffic orders and Enforcement and all the Teams that this post will have overall management responsibility for.</p> | |
| Skills and Abilities | <p>Exceptional organisational skills including the ability to effectively manage multiple priorities and work under pressure to high levels of performance to tight and often challenging deadlines</p> <p>Highly developed communication and interpersonal skills</p> <p>The ability to work collaboratively and help deliver corporate priorities</p> <p>The ability to effectively delegate and to maximise/empower the role of staff in delivering Service objectives</p> | | <p>Application Form and Interview</p> |
| Personal Attributes | <p>A commitment to developing the potential of staff within the Transport Service</p> <p>The ability to drive innovative improvements which benefit customers</p> <p>To be a champion in demonstrating the positive and enabling role of Transport</p> | | <p>Application Form and Interview</p> |

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| | Commitment to the Council's Equal Opportunities Policy | | |
| Special Circumstances | Will undertake such other duties and/or times of work as may reasonably be required of you. | | Application Form and Interview |