

## Role Profile

<b>Role:</b>	Planning and Scheme Development Officer
<b>Directorate:</b>	Strategic Road Network/ Strategy Directorate
<b>Contract:</b>	Two Year Fixed-term / Secondment (public sector bodies only)
<b>Salary:</b>	Up to £40,000
<b>Purpose:</b>	Work in partnership with the Department for Transport and Highways England, to support the determination and commission of priorities for investment into the North's Major Road Network (MRN) aligned to the Strategic Transport Plan (STP), and to engage with partners across the North.
<b>Reports to:</b>	Planning and Scheme Development Manager

	<b>Key Role Outputs(KROs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i>	<b>Key Actions</b> <i>These set out how the KROs will be achieved – the activities required.</i>
<b>1.</b>	Support the delivery of TfN's Major Road Network (MRN) Programme aligned to the wider Strategic Transport Plan (STP)	<ul style="list-style-type: none"> <li>• Under the direction of the Planning and Scheme Development Manager (P&amp;SDM) support all elements of TfN's MRN programme and related strategies ensuring alignment with TfN's strategic aims and the wider STP.</li> <li>• Support the delivery the MRN programme and all related strategies.</li> <li>• Support the SRN Director and P&amp;SDM in their roles as acting as the intelligent client and support TfN's input into the 2<sup>nd</sup> Road Investment Strategy (RIS 2)</li> <li>• Support TfN's input into DfT's Northern Strategic Road Studies, including Stakeholder Reference Group (SRG)</li> <li>• Support the formation of partnerships with the national transport agencies to develop and implement the northern strategic road studies.</li> <li>• Support the monitoring of Highway England's Delivery Plan, the schemes contained therein and help coordinate TfN's input into its associated suite of documents that are to be produced.</li> <li>• Support the integration of highways schemes resulting from prioritisation within the Integrated Rail Report, International Connectivity, and Freight work-streams into the MRN Programme for the north of England.</li> <li>• Work in partnership with the DfT, Highways England and highway authorities to support how developing technologies and systems (including mobile phone technology and smart applications) can be used to improve conditions on the MRN.</li> </ul>

2.	Support inputs to the STP and MRN and its successor Strategies and to the TfN Business Plan.	<ul style="list-style-type: none"> <li>• Under the direction of the P&amp;SDM support the work of other work-streams, in order to achieve full integration with MRN and to minimise the potential for duplication or conflict and ensuring that schemes are complementary to each other and TfN has an integrated investment programme.</li> <li>• Explore ways in which TfN and its constituent authorities can access the funding opportunities to be made available by the Highways England as part of its Delivery Plan 2015-20 and future years.</li> <li>• Support the management of risks and opportunities within the programme and support the promotion and sharing of best practice between partners and colleagues.</li> <li>• Support the development of accurate cost estimates so as to enable projects / programmes to be progressed through the various development, design and implementation stages.</li> <li>• Support monthly project and programme reporting.</li> </ul>
3.	Coordinate the TfN MRN work-stream programme team	<ul style="list-style-type: none"> <li>• Support the SRN Director and P&amp;SDM to meet the objectives of and demands of the MRN programme.</li> <li>• Support the effective management of budgets for which the postholder and the team have responsibility for and/or direct influence over.</li> <li>• Ensure compliance with all agreed procedures and compliance with all procurement, standing orders, financial regulations, relevant legislation and other statutory requirements.</li> </ul>
4.	Manage and establish positive and effective relationships with stakeholders	<ul style="list-style-type: none"> <li>• Foster productive working relationships with all TfN partners (including Combined Authorities and their members, LEAs and non-core local authorities).</li> <li>• Support the SRN Director and P&amp;SDM on all strategic road matters, including dealing with requests for information from the public, stakeholders and (where appropriate) the media. Attend public/stakeholder meetings as required.</li> <li>• Support the setting of task briefs with key deliverables, monitoring progress and taking appropriate action to ensure performance against defined time, cost and quality criteria.</li> <li>• Support the management of stakeholder needs and expectations in relation to projects / programmes.</li> <li>• Support effective working arrangements with multiple internal and external stakeholders to provide guidance on the development and delivery of projects and programmes.</li> </ul>

5.	Maintain interface with other functions and key personnel	<ul style="list-style-type: none"> <li>• Live by the vision and values of TfN and the host employer TfGM.</li> <li>• Create positive working relationships with those departments and personnel (internal and external) that are critical in delivering required performance.</li> <li>• Fully engage in all development and delivery activities as and when directed.</li> <li>• Be prepared to proactively challenge existing approaches.</li> <li>• Continuously seek and exploit opportunities for improvement.</li> </ul>
6.	Manage intelligence on UK MRN related developments and trends	<ul style="list-style-type: none"> <li>• Support consultation exercises on matters pertinent to the MRN in the North, including those organised by the Office of Road and Rail (ORR).</li> <li>• Support the evaluation of funding opportunities to further economic growth in the North.</li> </ul>
	<p><b>Compulsory Outputs (COs)</b> <i>these set out what must be achieved for the post holder to be successful in the role</i></p>	<p><b>Key Actions</b> <i>These set out how the COs will be achieved – the activities required.</i></p>
C1.	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> <li>• TfGM/TfN’s Safety Management System (In particular section SMS 201 Roles and Responsibilities)</li> <li>• Dignity at Work policy;</li> <li>• Risk management</li> <li>• TfGM/TfN policies and procedures</li> <li>• Equality and diversity legislation</li> <li>• TfGM/TfN’s Vision &amp; Values</li> <li>• Act in accordance with TfGM’s/TfN’s behaviours and competencies</li> </ul>
C2.	Other duties and responsibilities	<ul style="list-style-type: none"> <li>• Deal with any other tasks that may be assigned by the SRN Director or P&amp;SDM.</li> </ul>

### Key Interdependencies

#### Key Contacts

- Department for Transport
- National Agencies including Highways England, Network Rail and Office of Road and Rail
- TfN Executive Board & Partnership Board
- Officers of the various Combined Authorities, PTE’s and

	<p>Local Authorities across the North of England</p> <ul style="list-style-type: none"> <li>• SRN Director, P&amp;SDM and senior managers</li> </ul>
<b>Direct reports</b>	None
<b>Budget responsibility</b>	None
<b>Location</b>	Flexible across the North of England, but with a requirement to regularly work from our offices in Manchester

<b>Planning and Scheme Development Officer</b> <i>(Knowledge, skills and experience required at selection stage)</i>	
<b>E</b>	<b>Essential Experience:</b>
E1	Previous experience in major highways and/or transportation programme development and delivery
E2	Previous experience of working in partnership with the Department for Transport, Highways England, Network Rail and other national agencies
E3	Previous experience of working with multi-disciplinary teams to deliver complex projects and work plans, and to meet key objectives
E4	Previous experience of successful transport strategy and policy development and implementation
E5	Knowledge of transport strategy, transportation planning and traffic/highway engineering
E6	Experience of managing budgets and effectively applying key commercial, business and other management processes
E7	Experience of working in an active policy development environment involving regular contact with senior elected members and / or board level private-sector executives
E8	Experience of analysing information and evidence and making recommendations
E9	Able to determine the most appropriate public transport solution for the specific locality
E10	Experience of developing strategies for continuous improvement and of project performance measurement
<b>EQ</b>	<b>Essential Qualifications:</b>
EQ1	Degree level or equivalent
<b>DQ</b>	<b>Desired Qualifications</b>
DQ1	Chartered Civil (ICE) or Highway (IHT) Engineer or equivalent
<b>EA</b>	<b>Essential Attributes:</b>
EA1	Good communication, inter-personal and presentational skills with the proven ability to engage with and explain complex issues to a wide range of stakeholders
EA2	Ability to deliver under pressure and organisational skills
EA3	Understanding of national and regional transport policy context
EA4	Excellent report writing skills with the ability to deliver presentations to a wide range of audiences
EA5	Ability to demonstrate good leadership and problem solving skills
EA6	Ability to present information at public meetings or similar events
EA7	Ability to assess new information and determine its relevance and importance
EA8	Ability to objectively evaluate options and apply commercial and financial understanding
EA9	Ability to respond effectively to considerable fluctuations in work levels, with complex deadlines and multiple internal and external stakeholders
EA10	Ability to interpret and apply government process and policy