

## MONMOUTHSHIRE COUNTY COUNCIL

### JOB DESCRIPTION

**DEPARTMENT:** Highways and Flood Management

**POST TITLE:** Assistant Transport Planner (Active Travel)

**POST NO:** tbc

**GRADE:** Band F – (£22,658 - £25,951)

**HOURS:** Full-time

**LOCATION:** MCC offices in Raglan, Usk and Magor, or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.

**SPECIAL CONDITIONS:** Initial fixed term contract for 12 month with a possibility of extension

**RESPONSIBLE TO:** Group Engineer / Traffic & Network Manager

**RESPONSIBLE FOR:**

To develop and lead delivery of walking and cycling plans and projects across Monmouthshire and to promote active travel to businesses, schools and colleges, services and facilities

**JOB PURPOSE:**

**Key Responsibilities and Duties**

1. To lead the implementation of the Active Travel (Wales) Act, including the development of Existing Routes Maps and Integrated Network Maps and preparation of progress reports;
2. To develop plans and projects to improve walking and cycling facilities in Monmouthshire [and Newport], including development of funding applications;
3. To work with communities and stakeholders in promoting walking & cycling across the county [and city], including planning and delivery of workshop and events;
4. To provide advice and information on active travel within Monmouthshire County Council [and Newport City Council], including support relating to local transport plans, local development plans and planning applications and acting as lead officer for the Strategic Cycle Group (SCG);
5. To work with businesses and schools to identify barriers to increased levels of active travel, and to develop and implement plans for modal shift;
6. To measure active travel levels and carry up monitoring and surveys;

7. To work with colleagues and external partners, supporting them with advice and information, assist in bringing forward initiatives, share good practice with other local authorities
8. To deal with all active travel related correspondence and any consultation, replies, etc. that may be necessary, to represent the council[s] on any external groups as required and to prepare and present reports to the council[s] and committees

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### **PERSON / EMPLOYEE SPECIFICATION**

**DEPARTMENT:** Highways and Flood Management

**POST TITLE:** Assistant Transport Planner (Active Travel)

**POST NO:** tbc

#### **ESSENTIAL CRITERIA:**

- Experience of working on active travel issues
- Thorough knowledge of the Active Travel (Wales) Act and walking & cycling best practice. Technical highway planning knowledge would be desirable.
- Possession of a relevant professional qualification (degree level or equivalent) or extensive equivalent working experience would
- Experience of working effectively with local communities, the public, and other stakeholders and external agencies and partnerships.
- Willing to lead and take responsibility for promoting innovative service improvements.
- Effective and Efficient communication skills, both written and verbal.
- Practical skill, knowledge and experience of a range of IT applications.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training, and a commitment to their effective implementation in a countryside context.
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures to ensure the health and safety of themselves and others in line with the authority's policies