

Job Outline

Post: Team Leader - Transport Planning

Location: Main base - HQ, Inverness*

Hours: 35 per week

Duration: Permanent

Cluster: Place

Grade: HC11

Contact Name: Nicole Wallace

Contact email: Nicole.wallace@highland.gov.uk

The post base will be Council Headquarters, Inverness. (hybrid working available)

About the Role

The Highland Council is seeking to recruit a suitably qualified and experienced Team Leader to lead and manage the Transport Planning Team.

This is an exciting opportunity to play a key role in shaping both the team and future development across the Highlands by coordinating and delivering professional roads and transport advice to the Planning Authority, developers, agents, elected members and key stakeholders.

The successful candidate will oversee the Council's transport planning and roads development management functions, providing technical leadership on a wide range of proposals including:

- Major renewable energy projects
- Residential and mixed-use developments



- Strategic transport and infrastructure schemes
- Commercial and retail developments
- Industrial developments

Working within a collaborative environment, the postholder will ensure that development proposals are supported by robust transport planning principles and appropriate mitigation measures, while contributing to the continued improvement of Council policies, procedures and delivery service.

Job Purpose

To lead, manage and coordinate the work of the Transport Planning Team, ensuring the effective delivery of roads and transport advice in support of the Council's development management and strategic planning responsibilities.

The postholder will provide professional leadership, oversee service performance, develop policy and procedures, and represent the Council on transport planning matters at meetings, committees, inquiries and stakeholder forums.

Employee Benefits

The Highland Council is committed to its employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post, and we can assist lifestyle choices and other commitments you may have. With Highland Council you have access to a range of flexible working options – start and finish times or working condensed hours or part time. We will consider and discuss how this could work for you in the job role.
- Competitive salary with a 4-point incremental scale in each grade and an annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities, building upon skills base and progression.
- 27 days paid holiday plus 7 Public paid holidays (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.



- Pension Scheme, including employers' contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.
- A removal and relocation package of up to £6,500 is available.

Job Description – Key Duties and Responsibilities

Leadership and Team Management

- Lead and coordinate the work of the Transport Planning Team.
- Provide effective leadership, mentoring and support to team members.
- Manage staff performance, workload allocation, quality assurance and professional development.
- Ensure compliance with Health and Safety requirements and Council procedures.
- Monitor and report on service performance and continuous improvement initiatives.

Development Management and Technical Services

- Manage and coordinate Transport Planning responses to development proposals throughout the Highland area.
- Provide specialist roads and transport advice on major and complex planning applications.
- Assess development proposals and negotiate appropriate transport mitigation measures.
- Review and analyse Transport Assessments, Travel Plans, traffic modelling and transport strategies.
- Advise Planning Officers and other Council Services on transport planning and development management matters.
- Undertake technical reviews of Road Construction Consent (RCC) applications and issue approvals where appropriate.



Policy, Strategy and Representation

- Develop, review and implement transport planning policies, procedures and guidance.
- Maintain awareness of emerging legislation, policy and best practice affecting roads and transport planning.
- Represent the Council on transport and development management matters with external organisations, government agencies and neighbouring authorities.
- Present the Council's position at Planning Committees, public meetings, hearings and inquiries.
- Chair meetings and deliver presentations to a wide range of audiences.

Project and Financial Management

- Provide technical direction and support for Council-led transport planning projects.
- Prepare and review technical reports, studies and committee reports.
- Monitor budgets and project expenditure where required.

Partnership Working

- Build and maintain effective working relationships with developers, agents, planning officers, elected members and members of the public.
- Communicate complex technical information clearly and effectively to specialist and non-specialist audiences.

Person Specification

Essential Requirements

Qualifications

- Degree in Civil Engineering, Transport Planning or a related discipline.
- Chartered membership of a relevant professional institution (e.g. ICE, CIHT, CIWEM) or equivalent professional qualification.

Experience

- Significant post-qualification experience in transport planning, roads development management and Road Construction Consent procedures.
- Experience of leading and managing professional staff.
- Experience of assessing Transport Assessments, traffic modelling outputs and development proposals.



- Experience of workload planning, performance management and resource allocation.

Knowledge

- Detailed knowledge of transport planning, development management and Road Construction Consent processes.
- Sound understanding of national and local transport policies, standards and guidance.
- Knowledge of technical specifications, design standards and codes of practice, including DMRB and the Specification for Highway Works.
- Understanding competing interests and decision-making within the planning system.

Skills and Competencies

- Strong leadership and people-management skills.
- Excellent written and verbal communication skills.
- Ability to produce clear, concise and robust technical reports.
- Strong organisational and planning skills.
- Ability to take balanced, proportionate and solution-focused decisions.
- Commitment to high standards of customer service and continuous improvement.
- Good IT skills, including an awareness of GIS systems and applications.
- Ability to work effectively in partnership with colleagues and external stakeholders.

Other Requirements

- Full, valid driving licence.
 - Ability to travel throughout Highland as required to meet operational needs.
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Desirable Requirements

- Experience of acting as an expert witness at planning appeals, hearings or public inquiries.
- Experience of presenting reports and recommendations to committees.
- Experience of managing complex transport planning projects.
- Knowledge of transport appraisal and modelling techniques.

Health and Safety



Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Understand the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.



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