



Job Description

Job Title	Transportation Policy & Strategy Manager
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	10
Competency Level	2
Salary	£51,576 - £56,951
Job Type	Hybrid
Location	Liverpool (Citywide)
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	

Job Purpose

To effectively manage the Liverpool City Council Transport Planning Service and to introduce and develop an agile strategy for the transport planning function. The postholder will support each work area, with officers working flexibly across the teams to respond effectively to work priorities.

The postholder is expected to play a key role in ensuring the conception, development, implementation and management of the service's economic and operational performance. This will include responsibility for reporting and



presentation of the service performance at Senior Management and stakeholder meetings.

Develop the policy and strategy for the Transport Planning function in line with LCC's Improvement Programme

Directly Responsible For:

Public Transport Policy Lead, Senior Transport Planners, the Inclusive Design Officer and the Active Travel Officer.

Directly Responsible To:

Head of Sustainable Transport, Policy and Planning

Main Areas of Responsibility:

- Formulating local transport policy and strategy, ensuring conformity with wider sub-regional and national policy.
- Providing transportation, traffic, highway and parking input to the Development Management process, focussing particularly on major sites and areas of strategic, Liverpool-wide significance.
- Maximising financial contributions from development to effectively mitigate the impact on local transport systems and to help meet the City's long-term transport infrastructure needs
- Ensuring that the Council meets its obligations in relation to a range of statutory processes including, public rights of way, road adoptions, and the maintenance of the Council's highway records.
- Managing and developing complex policies and strategies to promote and effectively deliver active travel, road safety, bus priority and other transport initiatives across the city.
- Liaising with the Liverpool City region Combined Authority to ensure effective collaboration and harmonisation policies.



Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Manages performance and behavioural issues effectively.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets.

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.



Liverpool
City Council

The competency framework can be found here

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree level qualification in a relevant subject (or equivalent vocational experience) (A/I)
- Excellent communication skills and a detailed practical understanding of current transport planning and policy issues in Liverpool

Desirable

- Good IT literacy with skills covering all standard desktop products (email, word processing, spread sheets, databases, virtual meetings/file management and presentational software)

Experience

Essential

- Experience of working with a range of stakeholders
- Proven leadership skills
- Proven track record in leading transport planning teams
- Previous experience of working in a policy and strategy role

Desirable

- Experience of working within a local authority



- Experience of working in a political environment

Skills/Abilities

Essential

- Excellent oral, written and presentation skills demonstrated in a complex political environment, including the ability to clearly summarise or synthesise complex or lengthy documentation and work closely with senior managers to prepare reports and briefings for committees, boards and other key strategic groups (A/I)
- Strategic planning and analytical skills, including the use of data in the development of evidence-based policies and strategies and the ability to think creatively to solve problems (A/I)
- Ability to establish and maintain professional relations with senior leaders, colleagues at all levels, partners, voluntary organisations, businesses, Elected Members and the community (A/I)

Desirable

- Ability to prioritise workloads to meet deadlines including the ability to react quickly and decisively to changing work priorities or deadlines

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)



Desirable

Other

Essential

Desirable