

JOB FAMILIES ~ Technical

Level descriptor –Transport Planning Degree Apprentice, Technician Level 2 (JG2)

Continuation in post will be dependent on:

- (1) Successful completion of external training courses and exams
- (2) Satisfactory report from colleagues and university including attendance
- (3) Demonstrable competency in the duties outlined for the appropriate level descriptor.

Role purpose:

Working as an Apprentice Transport Planning Technician providing technical support to Transport Planners assessing development proposals and identifying improvements to existing transport systems or new infrastructure.

Required to undertake routine and regular tasks to general instruction and to commit to a programme of training and study to lead to a formal qualification and broad experience of the service functions.

Typical activities

Carry out routine activities which require technical skills and knowledge to assist others in delivering a service

Perform activities to provide information for others to use across service areas.

assisting with transport and travel surveys

assisting with the assessment of development proposals to identify transport issues and identify infrastructure requirements (ie. access, car parking, bus stops, cycle parking)

assisting with preparing statements covering highway, traffic, transportation and parking issues to substantiate planning decisions;

Writing clear reports;

Liaising with different parties, e.g. residents, councillors and developers.

Knowledge, skills & experience

To be considered for the degree programme applicants will have/are predicted to achieve three A levels at CCC or above. Maths, geography or economics would be advantageous but not essential. Equivalent BTECs and the Transport Planning Technician Apprenticeship are also accepted.

General education to GCSE with at least 5 at grade C/4 including Maths and English.

Ability to follow a prescribed course of study which includes 6x 1 week block placements at Aston University per year alongside online and independent learning leading to a qualification in Transport Planning as agreed with the university. Successful completion of regular assessments via coursework, exams and presentations as required.

Demonstrate an understanding and enthusiasm for sustainable transport planning

Be able to perform activities independently and reliably after being shown how to do them

	<p>Polite and courteous with colleagues and the general public</p> <p>Understanding of basic statistical analysis</p>
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> • Meet deadlines • Able to cope with volume of work allocated • impact evaluation of intervention/ activity • quality & accuracy of statements or reports benchmarked • Successful completion of training course and exams <p>Feedback from service users, colleagues, partner agencies and course tutor</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Punctual and reliable</u></p> <p><u>Willing to apply yourself and learn</u></p> <p><u>Helpful and friendly</u></p> <p><u>Enthusiastic</u></p> <p><u>Team Working</u> ~ cooperation and flexibility, learns from others</p> <p><u>Outcome focused</u> ~ achievement of results</p> <p><u>Problem Solving & judgement</u> ~ makes links between identified potential issues and possible solutions, refers issues to others, uses initiative</p> <p><u>Planning & Organising</u> ~ follows routines and work schedules</p> <p><u>Business Awareness</u> ~ Understands the contribution of the role to the organisation</p>

JOB FAMILIES ~ Technical

Level descriptor –Transport Planning Degree Apprentice, Trainee Level 3 (100 know-how) (JG3)

Continuation in post will be dependent on:

- (1) Successful completion of external training courses and exams
- (2) Satisfactory report from colleagues and college including attendance
- (3) Demonstrable competency in the duties outlined for the appropriate level descriptor

Role purpose:

Working as a Transport Planning Trainee providing technical support to Transport Planners assessing development proposals and identifying improvements to existing transport systems or new infrastructure.

Required to undertake routine and regular tasks to general instruction and to commit to a programme of training and study to lead to a formal qualification and broad experience of the service functions.

Typical activities

Carry out routine activities which require technical skills and knowledge to assist others in delivering a service

Perform activities to provide information for others to use across service areas.

Understanding and assisting with transport and travel surveys

Assessing development proposals to identify transport issues and identify infrastructure requirements (ie. access, car parking, bus stops, cycle parking)

Preparing statements covering highway, traffic, transportation and parking issues to substantiate planning decisions;

Writing clear reports and presenting options and recommendations on transport systems;

Liaising with different parties, e.g. residents, councillors and developers

Knowledge, skills & experience

Successfully completed year 1 of the Transport Planning degree apprenticeship course at Aston University

General education to three A levels at CCC or above at least 5 GCSEs at grade C/4 including Maths and English. Equivalent BTECs and the Transport Planning Technician Apprenticeship are also accepted

Understanding and knowledge of the specific work environment

Awareness of relevant policies and standards including local and national planning policy and engineering design guides.

Ability to follow a prescribed course of study which includes 6x 1 week block placements at Aston University per year alongside online and independent learning leading to a qualification in Transport Planning as agreed with the university. Successful completion of regular assessments via coursework, exams and presentations as required.

Be able to perform activities independently and reliably after being shown how to do them

	<p>Practical work experience to give an understanding of customer service and dealing with the public.</p> <p>Practical work experience to give an understanding of the processes and safe working practices required.</p> <p>Polite and courteous with colleagues and the general public</p> <p>Understanding of the following, as assessed on the course:</p> <ul style="list-style-type: none"> • Study and research skills • basic statistical analysis to examine travel data or accident records; • Law and the regulatory environment • Mathematics for transport planners • Transport modelling tools theory and application
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> • Meet deadlines • Able to cope with volume of work allocated • impact evaluation of intervention/ activity • quality & accuracy of statements or reports benchmarked • Successful completion of training course and exams <p>Feedback from service users, colleagues and partner agencies and tutors</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus</p> <p><u>Outcome focused</u> ~ works without prompting and progresses tasks using initiative</p> <p><u>Problem Solving & judgment</u> ~ identifies causes rather than just symptoms to inform solutions</p> <p><u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals</p> <p><u>Business Awareness</u> ~ understands the role of others in relation to their impact on own role and recognises how decisions made in other areas can impact on their's.</p>

JOB FAMILIES ~ Technical

Level descriptor –Transport Planning Degree Apprenticeship, Trainee Level 4 (115 know-how) (JG4)

Continuation in post will be dependent on:

- (1) Successful completion of external training courses and exams
- (2) Satisfactory report from colleagues and college including attendance
- (3) Demonstrable competency in the duties outlined for the appropriate level descriptor

Role purpose:

Working as a Transport Planning Trainee providing technical support to Transport Planners, with limited supervision, assessing development proposals and identifying improvements to existing transport systems or new infrastructure. Roles at this level will require a broad knowledge and understanding of the work processes in the specific area of work . The post holder will resolve routine technical and process problems and queries, escalating the more complex to others.

Remain committed to a programme of training and study to lead to a formal qualification and broad experience of the service functions.

Typical activities

To contribute to the planning and delivery of work programmes and services to achieve particular defined outcomes within the service area.

Assist in commissioning and acting as client for consultant support to undertake transport planning work to meet the needs of the service

Designing and undertaking transport and travel surveys to assist in formulating transport policy

Assessing development proposals to identify transport issues and identify infrastructure requirements (ie. access, car parking, bus stops, cycle parking)

Estimating costs of transport mitigations so these can be used to inform negotiations for planning obligations.

Preparing statements covering highway, traffic, transportation and parking issues to substantiate planning decisions;

Writing clear reports and presenting options and recommendations on transport systems;

Knowledge, skills & experience

Successfully completed year 2 of the Transport Planning degree apprenticeship course at Aston University and achieved required milestones.

General education to three A levels at CCC or above at least 5 GCSEs at grade C/4 including Maths and English. Equivalent BTECs and the Transport Planning Technician Apprenticeship are also accepted

Ability to follow a prescribed course of study which includes 6x 1 week block placements at Aston University per year alongside online and independent learning leading to a qualification in Transport Planning as agreed with the university. Successful completion of regular assessments via coursework, exams and presentations as required.

Be able to perform activities independently and use initiative to progress work undertaken.

Practical work experience to give an understanding of customer service and dealing with the public.

Practical work experience to give an understanding of the processes and safe working practices required.

<p>Assist in the preparation of small schemes or projects and contribute to evaluating or monitoring their impact;</p> <p>Liaising with different parties, e.g. residents, councillors and developers</p> <p>Provide information to others on a range of subjects within a specific area of work to encourage compliance with and understanding of accepted service or behavioural standards.</p> <p>Communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p> <p>Participating in public consultation initiatives and events</p>	<p>Evidence of undertaking activities out of doors and the ability to maintain a positive attitude in all weathers.</p> <p>Polite and courteous with colleagues and the general public</p> <p>Develop a knowledge of computer simulation models and other tools to forecast the effects of road improvements, policy changes and/or public transport schemes;</p> <p>Good working knowledge of relevant policies and standards including local and national planning policy and engineering design guides.</p> <p>Knowledge and understanding of the following as part of the course:</p> <ul style="list-style-type: none"> • Managing engineering projects • Sustainable transport planning • Managing data in transport projects • Impact assessment • Understanding people and behaviours • Advanced transport modelling • Transport infrastructure engineering
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> • Meet deadlines • Able to cope with volume of work allocated • impact evaluation of intervention/ activity • quality & accuracy of statements or reports benchmarked • Successful completion of training course and exams <p>Feedback from service users, colleagues and partner agencies and course tutors</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus</p> <p><u>Outcome focused</u> ~ delivers specific pieces of work to agreed specifications.</p> <p><u>Problem Solving & judgment</u> ~ confident in making decisions within guidelines</p> <p><u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals</p> <p><u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on their's.</p>

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.