



# Job Description

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St. Helens Council

<b>Post:</b>	<b>Transport Planning Sandwich Placement</b>
<b>Post Number:</b>	<b>PPTP5</b>
<b>Department:</b>	<b>Place Services</b>
<b>Grade:</b>	<b>SCP 7-11</b>
<b>Responsible to:</b>	<b>Principal Transport Policy Officer</b>
<b>Purpose of the Post:</b>	<b>To support the work of the Development Plans Team.</b>

## **Duties and Responsibilities:**

1. To identify, collect, analyse and evaluate transport, development and environmental information and produce technical reports with conclusions, including the use of mapping and spreadsheet software.
2. To assist in the preparation and monitoring of transport funding bids and development plans, including the submission of forms.
3. To liaise with relevant organisations and assist in the preparation and undertaking of consultation exercises as relevant.
4. To assist with the preparation and implementation of the various transport strategies as part of the LCR Transport Plan for Growth.
5. To represent St Helens on appropriate LCR Transport Working Groups and to represent the Development Plans Section on Corporate Working Groups.
6. To assist in the provision of transport policy advice to assist the production of development plans and other policy initiatives.
7. To assist senior officers in managing the delivery of transport projects.
8. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
9. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
10. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).



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11. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: February 2019**