

## A. OUTLINE JOB DESCRIPTION

At all grades, officers will support the Division's matrix management practice, to support the wider work of the Division, as required.

### Transport & Development Officer (Bexley 12)

Officers will be responsible for work on allocated projects, including budgetary and programme control, particularly in connection with:

- Transport infrastructure initiatives to support the Council's Growth Strategy
- Transport policies for the Council's Local Plan and support for other guidance
- Transport assessments and highway issues associated with development sites
- Traffic survey analysis and review of highway elements of developments and public rights of way
- Transport projects and transport elements of other projects

Officers will also be required to be involved in commissioning, managing and control of the work of consultants for allocated projects.

### Senior Transport & Development Officer (Bexley 14)

Officers will be expected to work on their own initiative with little direct supervision and support the Team Manager in the management of the Team as required.

Officers will be responsible for the management of allocated projects, including budgetary and programme control, particularly in connection with:

- Identification and specification of transport infrastructure initiatives to support Council strategies
- Formulation of transport elements and related evidence for the Local Plan and other guidance
- Working up transport elements of development proposals and masterplans for growth zones
- Major transport projects, e.g. Thames Crossings, rapid transit, rail-based proposals

Officers will also be required to commission, manage and control the work of consultants for allocated projects and to direct, guide and monitor staff allocated to a project (whether temporarily or permanently).

### Principal Transport & Development Officer (Bexley 15)

Officers will be expected to work on their own initiative with minimal direct supervision and support the Team Manager in the management of the Team. This will include supervision of junior members of staff.

Officers will be responsible for leading allocated projects, including budgetary and programme control, particularly in connection with:

- Leading work on the development of transport infrastructure initiatives to support the Growth Strategy, Local Plan and other Council strategies and statutory plans
- Leading and coordinating the Team's transport-related inputs to development proposals and providing advice to colleagues and Members including the delivery of developer highway works
- Leading work on major transport projects, e.g. Thames Crossings, rapid transit, rail-based proposals
- Ensuring coordination of transport and highway advice to the Division's Planning Policy and Placemaking Projects teams.

Officers will also be required to commission, manage and control the work of consultants for allocated projects and to direct, guide and monitor staff allocated to a project (whether temporarily or permanently)

## STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

### B. JOB DESCRIPTION: Transport & Development Officer (T&DO) / Senior T&DO / Principal T&DO

Principal Accountabilities	Transport & Development Officer	Senior Transport & Development Officer	Principal Transport & Development Officer
(a) To provide up-to-date technical advice on transportation planning matters.	Advice given in accordance with level of responsibility	Advice given in accordance with level of responsibility	Advice given in accordance with level of responsibility
(b) To specify, organise and analyse transport surveys.	<ul style="list-style-type: none"> <li>• Prepare accurate specifications for straightforward traffic counts and surveys.</li> <li>• Analyse results for consistency and accuracy.</li> <li>• Prepare accurate specifications for complex traffic surveys, including before and after studies.</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Prepare accurate specifications for all types of transport and parking surveys including origin and destination and journey time surveys.</li> </ul>	<p>As Senior T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Review and monitor consultants' work on survey and validation reports for new/upgraded traffic models.</li> </ul>
(c) To carry out transportation studies using transport models.	<ul style="list-style-type: none"> <li>• Understand the structure of different types of traffic model and use simple operational assessment models.</li> <li>• Carry out all types of operational assessments of junctions and links and review operational assessments prepared by others.</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Carry out critical reviews of the output from traffic models, including calibration reports and traffic forecasting.</li> </ul>	<p>As Senior T&amp;DO, plus</p> <ul style="list-style-type: none"> <li>• Lead transportation studies as allocated, including the specification and construction of new transport models.</li> </ul>
(d) To progress transport projects.	<ul style="list-style-type: none"> <li>• Liaise with transport organisations &amp; operators as required.</li> <li>• Review transport reports and policy documents prepared by others.</li> <li>• Prepare reports to Council committees on transport matters.</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Manage transport projects in the Divisional work plan.</li> <li>• Attend internal and external working groups on transport issues to represent the Department / Council as required.</li> </ul>	<p>As Senior T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Lead strategic transport projects as allocated.</li> </ul>
(e) To contribute to the Council's annual Local Implementation Plan (LIP)	<ul style="list-style-type: none"> <li>• Support the preparation of the LIP as required.</li> <li>• Prepare scheme justifications for inclusion in the LIP as instructed.</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Manage the collection, analysis and presentation of financial information for the LIP.</li> </ul>	<p>As Senior T&amp;DO, plus</p> <ul style="list-style-type: none"> <li>• Prepare major scheme justifications for inclusion in the LIP, and the Council's capital programme.</li> </ul>

## STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

<p>(f) To carry out traffic assessment of major schemes</p>	<ul style="list-style-type: none"> <li>• Review traffic assessments (TAs) and modelling prepared by others.</li> <li>• Make use of trip generation databases to establish trip rates for developments.</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Manage reviews of TAs and modelling prepared by others</li> </ul>	<p>As Senior T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Lead the review of TAs as allocated, including providing advice to Development Mgt.</li> </ul>
<p>(g) To analyse existing and proposed transport projects in accordance with standard procedures, using computer based packages where appropriate</p>	<ul style="list-style-type: none"> <li>• Analyse layouts of varying complexity, appropriate to level of responsibility, including junctions, interchanges and pedestrian facilities.</li> </ul>	<p>As T&amp;DO, but to include more complex projects.</p>	<p>As Senior T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Lead on specific Town Centre, area-based and major interchange projects.</li> </ul>
<p>(h) To take an active role in the management of the T&amp;D Team</p>	<ul style="list-style-type: none"> <li>• Participate actively in Team meetings</li> <li>• Produce work plans for allocated projects and monitor progress.</li> <li>• Complete and submit personal Performance, Wellbeing and Development papers in accordance with the Council's scheme</li> </ul>	<p>As T&amp;DO, plus:</p> <ul style="list-style-type: none"> <li>• Take a lead role in the preparation and monitoring of the Team's overall work plan.</li> </ul>	<p>As Senior T&amp;DO, plus</p> <ul style="list-style-type: none"> <li>• Take a lead role in the overall monitoring of the Team's Capital, Revenue and Operating Budgets.</li> <li>• Supervise and support junior members of staff</li> </ul>

# STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

## APPENDIX C

### PERSON SPECIFICATION

E = Essential

Key: D = Desirable

Selection Criteria	Transport & Development Officer	Senior Transport & Development Officer	Principal Transport & Development Officer
(a) Degree level or equivalent qualification in a transport-related discipline	D	D	D
(b) Possess a higher degree (eg MSc) in a transport-related subject or at least 5-years post qualification experience	D	D	D
(c) Be a Member of an appropriate Institution- ICE, CILT, IHIE, IHT etc	D: Student/Graduate member or equivalent	D: Associate Member or equivalent E: Student/Graduate Member or equivalent	D: Chartered Member or equivalent E: Associate Member or equivalent
(d) Proven ability to communicate effectively	E	E	E
(e) Able to listen to and direct others	D	E	E
(f) Proven ability to collate analyse and interpret data	E	E	E
(g) Able to formulate, monitor and control budgets	D	E	E
(h) Able to prioritise workload and produce and monitor work programmes	E	E	E
(i) Be experienced in the use of information & communication technology	D	E	E
(j) Able to produce cogent reports & briefing notes	E	E	E
(k) Practical experience in transport planning or highway development	General experience related to post.	Able to demonstrate detailed experience associated with level of post	Able to demonstrate comprehensive experience associated with level of post

## STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

### APPENDIX D

#### HIGH LEVEL PERFORMANCE INDICATORS:

Post Title: Transport & Development Officer & Senior Transport & Development Officer	Job Family: Professional 2	Grade: Bexley 12 & 14
Posts in this job family require a professional background and will include post qualifying entry level posts. These jobs will provide professional services within a defined discipline and may refer to Professional 1 jobs for advice on more complex matters.		
Values	Behaviours for staff	Behaviours for managers
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...? to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
Partnership	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>

## STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

<b>Listening and Responding</b>	<p>I acknowledge other people's viewpoints and work with them to find a win-win solution</p> <p>I prepare and present information anticipating questions and problems</p> <p>I adapt my style to the audience and their needs, using the most appropriate communication channels</p>	<p>I seek regular service user feedback and review customer data to shape service improvements</p> <p>I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them</p> <p>I empower staff to make decisions and changes to improve value for money, customer service and productivity</p>
<b>Open and Accessible</b>	<p>I see issues from the customer / user perspective</p> <p>I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs</p> <p>I seek to build and maintain positive relationships with customers and partners</p>	<p>I am accessible to my service users, customers, staff and Members</p> <p>I communicate and share a clear vision for the bigger picture as well as specific service areas</p> <p>I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations</p>
<b>Impact</b>	<p>I prioritise my activities and resources to focus on those which have the most impact for residents</p> <p>I take responsibility for making things happen and achieving my objectives</p> <p>I make decisions and clear recommendations based on my professional opinion, experience, and informed by a range of information and evidence</p>	<p>I design services that provide value for money and deliver our outcomes, informed by evidence</p> <p>I produce, prioritise and adapt plans to meet changing requirements</p> <p>I set interim goals to achieve notable wins on the way to larger objectives</p> <p>I deal with poor performance</p>

## STRATEGIC PLANNING – TRANSPORT & DEVELOPMENT CAREER GRADE

Post Title: Principal Transport & Development Officer	Job Family: Professional 1	Grade: Bexley 15
Posts in this job family will require an experienced/ seasoned professional. The main focus of these jobs will be on the provision of expert professional intervention and advice across a broad range of subjects within the professional discipline. Management responsibilities may also be held.		
Values	Behaviours for staff	Behaviours for managers
Innovation	<p>I respond flexibly and adapt to changing demands</p> <p>I am prepared to take managed risks to achieve better outcomes</p> <p>I ask 'What if...? to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo</p>	<p>I routinely look for innovative and cost-effective ways to improve performance and customer service</p> <p>I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future</p> <p>I take calculated risks based on available evidence and my professional judgement to learn and try new things</p>
Leadership	<p>I demonstrate a clear sense of purpose and direction, in line with organisational objectives</p> <p>I am willing to take difficult decisions</p> <p>My personal actions promote a positive image of Bexley</p>	<p>I take responsibility for my service and for making things happen to make a difference to my service users</p> <p>I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work</p> <p>I inspire, lead and encourage staff to move forward</p>
Partnership	<p>I show respect for others and value contributions from internal and external partners and customers</p> <p>I recognise the right solution, regardless of who initiated it</p> <p>I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver</p>	<p>I encourage the feeling that the team is a collective unit with shared goals</p> <p>I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council</p> <p>I network internally and externally</p>

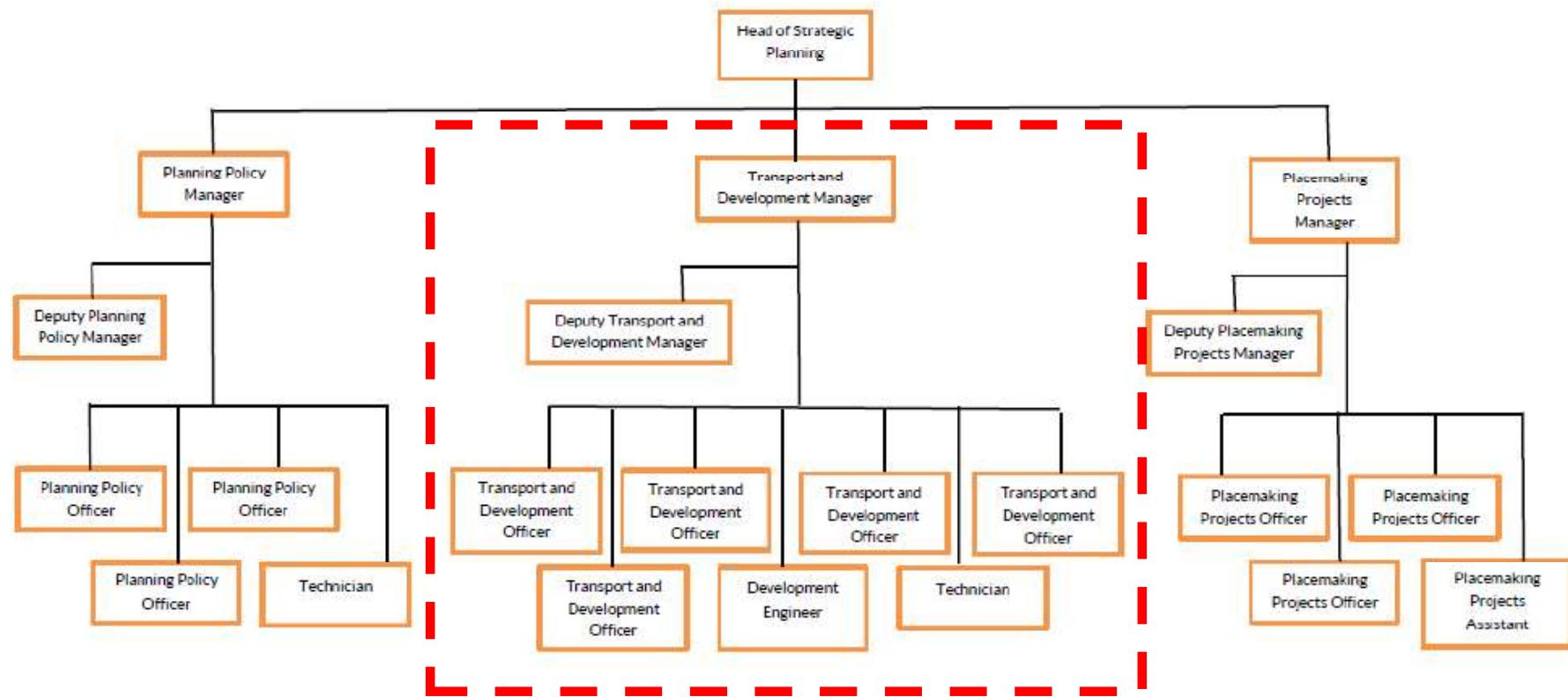
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# Transport and Development Team Responsibilities

Update October 2025

# Strategic Planning Division



# Team Objectives

- To ensure the timely development, monitoring and review of sound and well evidenced **strategies, policies and guidance to deliver good growth** within the borough
- To provide **high quality and timely advice to all relevant parties on development** proposals within the borough
- To ensure **Bexley's needs and interests are understood and safeguarded** and good growth promoted in partners' strategies, policy documents, guidance and funding, delivery and operational plans
- To ensure the **strategic coordination of the highway** and rights of way network, the appropriate alteration of highway land by third parties, the **improvement of public transport services** and the **promotion of sustainable travel** options
- To ensure the **efficient and effective delivery of services** to meet corporate objectives and priorities

# Areas of Responsibility

- Highway assessment of development proposals
- Transport Strategy and LIP development, monitoring and review
- Liaison with transport key delivery bodies on proposed development projects and policy matters
- Commissioning of transport and highway projects
- Coordination of Programme of Investment incl. allocation of transport related s106
- Highway land searches/queries
- Sustainable travel awareness/promotion
- Public transport liaison incl. TUSC
- Network Management Duty/general road network coordination
- Highway advice to developers/third parties/officers and members incl. Planning Committee
- Response to Government, GLA and other bodies' consultation papers on Transport Strategy matters.
- Public rights of way (including Definitive Map and orders)
- Inspection of highway works under s38 and s278 and other highway processes e.g. stopping up orders
- Promotion of digital technologies and data sharing to improve stakeholder engagement
- Development of planning policy and guidance on:
  - Highway development matters including highway design and parking standards
  - Transport planning matters

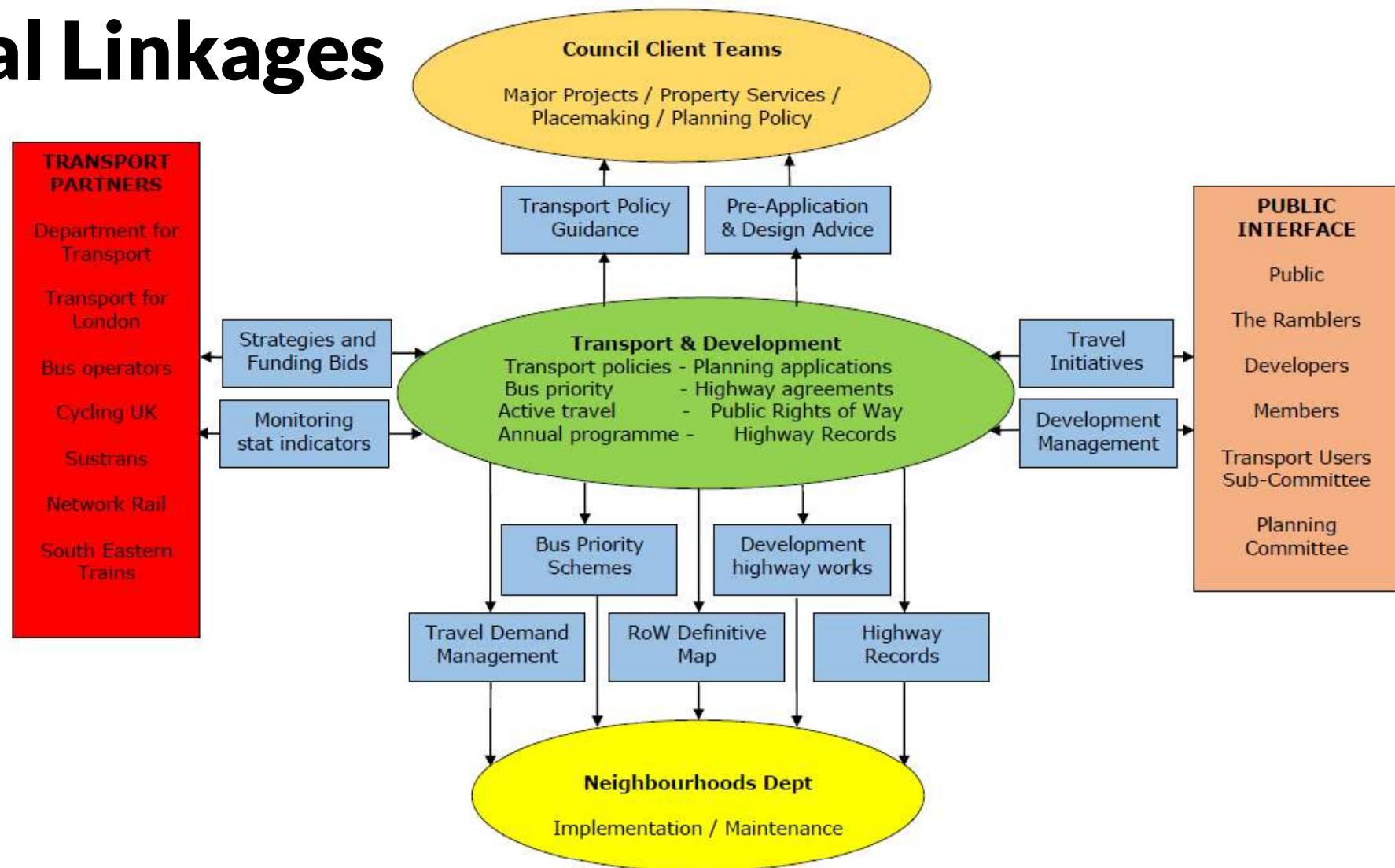
# Activity Clusters



# Integrated Processes

- Interrelated functions with clear feedback loops
- Stakeholder/developer single point of contact
- Coordination and shared purpose to secure good growth
- Resilient and flexible structure
- Drives efficiency and maximises effectiveness

# External Linkages



# Current Projects 1

## Plans and Strategies

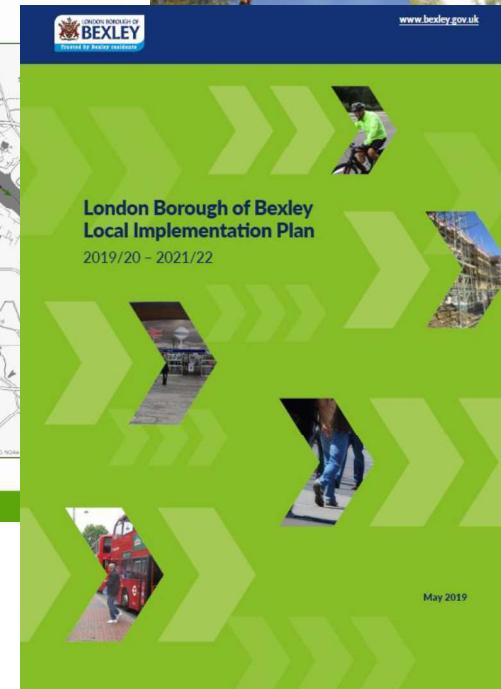
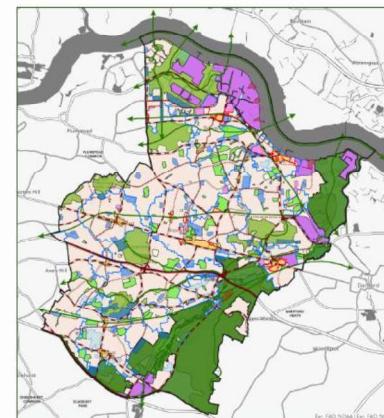
- Local Plan Review & Updates
- Active Travel Plan
- PRoW Definitive Map
- Transport Policies
- LIP Delivery & Monitoring



### Draft Local Plan

Proposed Submission Document  
Regulation 19 Stage

May 2021



# Current Projects 2

## Funding and Commissioning

- TfL Funding Bids
- Levelling Up Fund
- Programme of Investment
- Bus Priority Schemes
- Active Travel Initiatives
- Traffic Count Sensors



# Current Projects 3

## Development Advice

- Highway Authority
- Stopping Up Orders
- Developer Highway Work
- Crabtree Manorway South
- SGN Site, Yarnton Way
- Lesnes Estate
- Walnut Tree Depot
- Erith Regeneration Programme

