



City of Westminster

Highways Planning Officer

What we value at Westminster

Westminster City Council believes in creating a City where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

Our **Westminster Way** is the council's commitment to our staff and shapes how we work. It is underpinned by four principles:

- **Everyone is a Leader** – We take ownership and empower others.
- **Everyone is Valued** – We respect and celebrate diversity.
- **Everyone is Connected** – We collaborate across teams and communities
- **Everyone Impacts Communities** – We focus on improving lives. Our Westminster Way

Everyone is a leader we believe in responsible stewardship at every level of our organisation. Therefore, take ownership of our roles, act equitably and support each other to succeed. We use our influence to create positive change no matter our role was job title

Everyone is valued we believe in the equity of all people, and we recognise that diversity is a strength that enriches our work and our communities. When we each play our part in making others feel respected included and valued we shape a council and a city where everyone can belong and thrive.

Everyone is connected we believe that our greatest achievements come when we unite one working together across roles teams and communities so we breakdown silos and collaborate to drive innovation impact and growth for the communities we serve

Everyone impacts communities we believe that thriving, resilient communities are built on trust, care and connection and that the best outcomes happen when people are truly heard. We put people at the heart of our decisions and actions, understanding their needs,

	focusing on meaningful outcomes, and working with honesty and care.
Portfolio/responsibilities of this role	The Council's Highways Services are high profile and vital to maintaining and enhancing the reputation of the City Council, as the custodian of the Public Realm. The postholder will provide advice on all highway, traffic, parking and other transportation issues relating to planning applications and other development proposals received by the City Council. They will negotiate funding of highways, traffic and environmental schemes arising from developments or through sponsorship. Lead by example in modelling and embedding the Council's values and behaviours, working collaboratively with colleagues, partners and other stakeholders to help build a sustainable, highly effective organisation and develop our reputation as a successful council, delivering great value for its residents. Budget Responsibilities - n/a Staffing £ n/a Procurement £ n/a Other £ n/a
What do we expect this role to achieve?	Service Responsibilities: • Provide professional transport, highway, traffic, waste storage & collection and parking advice on planning applications, legal agreements, appeals and other development proposals • Assure the provision made for waste storage and collection in new developments to contribute to delivery of the council's objectives and priorities. • Review the council waste storage policy for developments on a periodical basis to ensure it is up to date with the relevant national, regional, and local waste regulations and policies • Provide high level, expert professional/technical advice in highways planning and waste-related matters to colleagues and partner agencies • Maintain Highways Planning Guidance and Waste Guidance Documents to reflect changes in legislation and/or Council policy • Liaise and negotiate with property developers in relation to alterations to the highway arising from development proposals or sponsorship. • Take all necessary steps to ensure that any external funding for such improvements is legally secured, including assisting in the preparation of legal agreements between the City Council and developers General Responsibilities: • Advise on new legislation and likely impact on service delivery • Draft and contribute to concise, high-quality reports, briefing notes and responses to Freedom of Information requests, complaints and enquiries, as appropriate

	• Familiarise, uphold and promote the aims of the council's equality and diversity policies in the course of day-to-day work. • Monitor and challenge service quality standards, Supporting a culture of continuous service improvement • Positively demonstrate the council's values and behaviours in your role to support the achievement of the corporate vision. • Prepare performance reports against key performance indicators. Identify issues and exceptions and take appropriate corrective action, as required • Provide cover for members of the team, as required • Provide consistent technical advice to internal and external colleagues, partners and customers. • Provide support on key projects in order to contribute to the delivery of the Council's objectives and priorities. • Support delivery of the Council's Net Zero City target. • Understand and comply with relevant legal, regulatory, policy and procedural requirements and standards and escalate/report concerns to management as appropriate. • Represent the City council on external groups, as required, to effectively discharge the responsibilities of the post • Research and promote innovation and best practice across the service
Band/Salary	Band 3
Work style	Agile and flexible working conditions
Your manager & team	Reports to: Highways Planning Manager
	Direct Reports: n/a
Experience	• Engineering or transport planning experience • Legislation - Town & Country Planning Act; The Refuse Disposal Amenity Act 1978; Road Traffic Act 1984 • Risk Management- Risk management process and influencing stakeholders to ensure risks are mitigated • Stakeholder Management - Collaborative working with a wide range of stakeholders • Team Management - Managing and working in teams • Technical - Providing technical support in a related discipline, working across internal and external teams and various professional disciplines to deliver timely, good quality services to customers
Skills	• Knowledge of the powers of a highway authority, a planning authority and the areas of work involved. • Articulate - A strong command of written and spoken English • Awareness - Sector and Market Insight • Communications - Ability to produce high-quality, concise briefing notes, reports and responses to Freedom of Information requests and enquiries to meet deadlines

	• Computer skills - Ability to use Microsoft packages Word, Excel and PowerPoint to a good standard. • Customer driven – Ability to understand the customer needs and respond to these in a way that supports delivery of council objectives • Equality and Diversity - A commitment to equality and diversity, both as a leader and a service deliverer, with an ability to demonstrate personal leadership on the importance of diversity. • Organised - Ability to plan, prioritise and manage time to meet deadlines and deliver high-quality work • Self-developer - Invests time in personal development and encourages others to do the same • Technical Expert - Provide technical advice and apply technical knowledge to work with accuracy
Qualifications	Educated to degree level, NVQ4 or equivalent Evidence of continued professional and personal development
Corporate standards	• Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way • Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.
Additional values and behaviours for Managers	People and Service Management • Role model the Westminster Way: ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management • Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.

	• Delivering the Medium Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.
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