



Job description	
Job title	Principal Transport Planning Officer
Grade	M (SCP 34-35)
Directorate	Regeneration and Economic Development
Section/team	Highways and Capital Delivery (Network Management) Highways Development Control
Accountable to	Team Leader – Highways Development Control
Responsible for	Technical Assistants, Graduate Engineers
Date reviewed	January 2025

Purpose of the Job

The Highways and Capital Delivery Service sits within the Development and Infrastructure arm of Regeneration and Economic Development leading on all Highways related matters for the Council. The team is also a key mechanism for the delivery of infrastructure projects related to highways as part of the Major Development and Investment Programme.

Knowsley Council's Highways Development Control Team is proactive, solution focussed and is responsible for providing an enhanced and dedicated service to key investors and developers to accelerate the delivery of the Council's major pipeline schemes for housing, transport and economic development in the Borough.

The role requires a forward-thinking problem solver able to identify innovative solutions to new developments, stimulate growth and maintain the highway network.

You will be responsible for providing technical advice to Knowsley Council planning colleagues and others on highway infrastructure and will be primarily responsible for providing advice on development proposals and planning applications.

Main duties involve working with colleagues in the Local Planning Authority to ensure the interests of the Highway Authority are safeguarded, with regards to highway safety, sustainable travel and network capacity. This will be achieved by assessing applications and securing highway improvements where necessary. This is inclusive of capacity and safety improvements to



the highway environment and the introduction and upgrade of existing sustainable travel methods for all users, whilst preserving the amenity of existing highway users from the impact of proposed development.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Assisting in ensuring the delivery of the Highway Development Control service.
2. To safeguard the interests of the Highway Authority through the Highways Development Management Process from pre-application enquiry stage through to the granting of planning consent and then managing the delivery of the resulting highway improvements and infrastructure.
3. To advise Local Planning Authorities and others about the transportation aspects of development proposals which are likely to have a significant impact on highway and/or transportation systems. The advice is in respect of the full range of development control i.e. pre-application enquiries, planning applications, discharge of planning conditions and local development documents.
4. As representative of the Local Highway Authority, to advise developers on implementation, construction and adoption of new, and improvement of existing highway works relating to development including inspection and approval.
5. Provide detailed and timely advice to developers and colleagues in respect of highway management as a result of development proposals.
6. To negotiate highway improvements and financial contributions to mitigate any adverse impacts of development proposals, and to secure those improvements and/or developer contributions through the appropriate legal agreements (for example agreements under Section 38 and 278 of the Highways Act 1980 or via S106 agreements).
7. To assist with the implementation of development related highways schemes, infrastructure and new streets to ensure compliance with the relevant design standards and specifications. Including, where



appropriate, the adoption as public highway of any new infrastructure using the appropriate adoption procedures. Attendance at Planning Committee to provide input on highway issues when required.

8. Oversee the delivery of highway improvement schemes, ensuring compliance with technical standards and agreeing payment for work.
9. Represent the Council on highway matters as may be required at meetings with the public, agents, Councilors, Parish Councils, other local organisations and external bodies, always demonstrating the highest standards of customer care.
10. To assist in the preparation and presentation of evidence at planning inquiries/appeals and legal hearings to defend the interests of the highway authority.
11. Attendance at Planning Committee to provide input on highways issues when required.
12. On occasion, to attend meetings which are outside of normal office hours, as the service contingency demands and as required by line managers.
13. To contribute to the development of new planning policy, supplementary planning documents/development briefs and masterplans for major development sites.
14. To keep up-to-date with current legislation and good practice, providing training and advice to colleagues when required.
15. Contribute to the management of the Highways & Transportation service to a level commensurate with the Principal Officer grade.
16. Supporting and assisting the Highways & Transportation service in the delivery of the functions and services it provides.
17. Deputising for the Team Leader when necessary, representing the Council at public meetings.
18. To work flexibly to ensure that the wider aims and objectives of the Highways & Transportation service are met, and a high standard of service delivery is maintained.
19. To observe the Council's strategies and policies for equal opportunities and diversity.



20. To always comply with the requirement of Health & Safety legislation and Council policy, taking appropriate action where necessary.
21. To undertake other duties as may reasonably be required which are consistent with the role and level of responsibility of this post.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.