

Recruitment Information Pack

Job Title	Development Management & Transportation Planning Manager
Reference No	420.54
Location	Whitehill Service Centre
Hours	36
Salary	£47,714 – £50,623
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.



Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the council's compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.



If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#).

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email

DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the [Information Commissioner's Office](#).



About Operational Services

Operational Services provides services which affect every person who lives in, works in, is educated in, visits and travels through West Lothian. The service is seen as the front face of the council as it is the only service which directly impacts on each household in West Lothian.

Facilities Management

Facilities Management is the council's integrated catering, cleaning, school crossing guides and facilities management service responsible for 192 council buildings including 92 secondary, primary, special and nursery schools. The catering service provides more than 2.5 million school meals annually as well as providing a civic centre catering service.

Fleet and Community Transport

Fleet and Community Transport are responsible for the provision management and maintenance of the council's fleet vehicles. With its own team of mechanics operating over 3 shifts the service undertakes all safety inspections as well as servicing, repairs and MOTs for council's fleet of vehicles and members of the public. The service also provides community transport to service users with varying needs to a number of locations throughout West Lothian, delivers school meals and internal mail on a daily basis.

Inprint

Inprint is the council's in-house print management and reprographics service. The service provides competitive, quality printing solutions on a cost recovery basis using internal resources and external providers where required. Inprint offers a comprehensive range of printing services to all areas of the council and is committed to ensuring that the service provides high quality cost effective products.

NETs Land & Countryside Services

NETs Land and Countryside are responsible for the development management, maintenance and cleanliness of West Lothian's local environment. This includes three country parks, Almondell, Calderwood, Beecraigs and Polkemmet as well as a further 2,600 hectares of open space and countryside. The service also manages and maintains 2,000 local residential gardens, 2,100km of street and footpath surface, 100 hectares of woodland, 305 children's play areas, 111 parks and open spaces, 32 cemeteries and churchyards and 18 war memorials.

Public Transport



Data Label: Public

Public Transport are responsible for ensuring the provision of efficient council passenger transport services within West Lothian and to neighbouring areas. The service is also responsible for the provision of free and fare paying school transport services for pupils in West Lothian schools including bespoke services for additional needs pupils.

Roads and Transportation Service

Roads and Transportation Service provide an integrated service to construct, manage and maintain the road, footpath and transportation network in West Lothian in the safest way possible. The service manages and maintains over 1004 km of public roadway, 1281 km of public footway, 46,302 street lights, 163 traffic light installations, over 1900 grit bins, 11,293 illuminated and non-illuminated signs and bollards, 588 bridges and other structures.

Recycling & Waste Services

Recycling & Waste Services are responsible for the collection of household waste and recycling as well as arranging for the processing of all household waste and contracted commercial waste within West Lothian, totalling around 100,000 tonnes per year. With more than 82,100 households collected from, the service carry out around 8.2 million collections per year, which includes an alternative weekly collection service for landfill and dry mixed recyclates; a weekly food waste collection; 4 weekly garden waste collections; collections to approximately 180 commercial customers after March/April 2019 and the uplift of 6,000 approx. bulky waste uplifts. The service also operates six community recycling centres and collects from 180 recycling points throughout West Lothian.

Council Strategies

Operational Services has responsibility for the development and implementation of the Open Space Strategy, Resource and Recycling Strategy, Local Transport Strategy, Public Transport Strategy.



Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics



How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Gmail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.



If you have any questions please email recruitment@westlothian.gov.uk



Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council
Hours of Work	Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00. School based staff are employed on sessional contracts of either 38, 39 or 40 weeks.
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1 st April each year, until you reach the top of the grade.
Annual Leave	Depending on length of service you will be entitled to either 25 (180 hours) or 30 (216 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1 st January to 31 st December. School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.
Public Holidays	There are 7 paid public holidays. Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements.
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.
Appraisal Development and	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives



Review	for the coming year.
Employee Benefits	<p>The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can also take advantage of 20% off membership and free joining fees with West Lothian Leisure.</p> <p>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme.</p>
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.



Job Description

Post Title:	Development Management & Transportation Planning Manager	Post No:
Service:	Operational Services	
Area:	Roads & Transportation Services	
Reports to:	Roads & Transportation Manager	
Location:	Whitehill Service Centre	
<p>Purpose of the job:</p> <p>Effectively manage a high performing, responsive Development Planning & Transportation Policy service by ensuring effective planning, programming of workloads whilst maximising the productivity of service achieving excellent front line delivery.</p> <p>Responsible for the following main functions: development planning, transportation policy, and sustainable transport.</p> <p>Working with the council's senior management team, services and elected members to ensure that the Roads & Transportation Service supports the effectiveness of the organisation and its reputation through effective service provision, communications, leadership and advice on all frontline related issues.</p>		
<p>Principal Accountabilities/Key Tasks:</p> <p>To communicate operational policies and practices to the public, user groups, elected members, professional institutions, etc. in a manner which fairly and reasonably represents the council position without detriment to its reputation.</p> <p>Recruitment, disciplinary, grievance, sickness absence, performance reviews and all other HR related issues.</p> <p>Providing strategic operational direction to ensure that the service is delivered within operational and budgetary constraints.</p> <p>Working actively with other agencies and the private sector to ensure the operational integrity of the council's Roads & Transportation services, and be a principal frontline contact.</p> <p>Responding to all individual, user group and business operational enquiries and complaints in an informative and positive manner ensuring that response times are met.</p> <p>Ensuring that service standards are met.</p> <p>Providing information and advice relating to frontline operational issues in relation to reports from other Services which are to be presented to Committees and Working Groups of the Council.</p> <p>Contributing to preparation of capital and revenue budgets with particular responsibility for the management, monitoring, evaluation and reporting on these budgets.</p>		



Develop and implement policies, standards, guidance and procedures for effective management of the council's frontline operational service in conjunction with the Roads & Transportation Manager.

Ensure achievement of key objectives and specific local and national performance targets within Roads & Transportation with the objective of sustaining and, where possible, improving the reputation of West Lothian Council as a high performing Scottish Council.

Contribute to Roads & Transportation's asset management plan and reviews.

To prepare and present reports to various Executive, PDSPs, and internal/external groups as required.

Undertake reviews of frontline operations and working practices to promote Best Value and continuous improvement in conjunction with the Roads & Transportation Management Team and wider Operational Services Management Teams.

Keep up to date with industry good practice through regular contact with other local authorities and national agencies such as Transport Scotland, Motorway operating companies, APSE, SCOTS, HSE, SEPA, Public Utility operators, house builders and developers.

Procure operational, goods, services, machinery and staff either independently or in line with procurement regulations and standing orders.

Take a leading role in the health and safety management of all staff, review health and safety performance on a regular basis. Manage the implementation of all obligations under the Health & Safety at Work Act and associated Regulations and Codes of Practice. Create and implement work place Risk Assessments, Safe Systems of Work and COSHH Assessments including the monitoring of compliance.

Service inputs to corporate governance and compliance procedures including performance.

To contribute to the management of the Roads & Transportation service.

To represent the Roads & Transportation Manager or Head of Operational Services on working groups or project teams (within the council on internal and external projects and working groups) and assume responsibility for discharging, on behalf of Operational Services, any work arising from there.

To deputise for the Roads & Transportation Manager as required.

Manage support to Planning and Economic Development on all Roads and Transportation related elements of Development Planning and Development Management.

Manage the council's road construction consent process and ensure compliance with development guidelines.

Manage and deliver new Roads and Transportation infrastructure delivered through developer contributions.

Responsible for road bonds to ensure that the council has security for new road works.

Analyse and appraise transport assessments in support of major planning and identify planning gain proposals.



Take an overview role on environmental roads issues such as noise and pollution.

Responsible for maintaining and reviewing development guidelines and standards.

Responsible for delivering Roads and Transportation support when service needs to be represented at public inquiries.

Responsible for maintaining the council's list of roads and updating GIS records with adopted areas.

Responsible for street naming.

Ensure the council's interests are represented in the work of SESTRAN, FETA, Forth Bridges Forum and other national and regional groups. This involves working with members and senior managers of West Lothian and partner councils.

Contribute to the council's input to the regional transport strategy.

Take the lead role in maintaining the roads and transportation elements of the council's local development plan and up-to-date local transport strategy.

Lead and co-ordinate the promotion of sustainable transport modes in partnership with other council services and external stakeholders and partners.

Lead and co-ordinate on Active Travel Plans, cycling strategy and initiatives.

Lead on all strategic studies covering all modes of transport.

Participate in Winter and Emergency activities as required.

OTHER ESSENTIAL INFORMATION

Qualifications, Skills, Knowledge

Essential

Chartered Engineer or TPP (Transport Planning Professional)

Project management skills

Experience of managing and monitoring budgets.

Must be able to cope with competing demands and determine priorities on a daily basis

Excellent professional writing, communication and project management skills with the ability to manage multiple demands under pressure and meet targets

Experience of successful leadership and delivering customer focussed services

Knowledge of current Scottish, UK and EU Roads legislation and its practical application - operational requirements and techniques

Up to date knowledge of applicable computer packages

Desirable

Degree

Post-Graduate qualification in a specialist field such as transportation or transportation planning.



Understanding of the public sector in Scotland
 IOSH Managing Safely qualified or similar and demonstrate a high degree of understanding relating to frontline risk management
 Detailed knowledge of roads design, roads construction, transportation modelling, sustainable transport, climate change.
 Experience of managing multi-functional teams
 Record of establishing and maintaining successful and positive internal and external relationships across a variety of forums
 Ability to forward plan at a strategic level
 A flexible approach to problem solving
 Proven knowledge of the hazards involved in Road activities and the application of the Health & Safety at Work Act etc. and other relevant safety legislation and regulations relating to Roads
 Background in delivery of sustainable transport solutions

Other Essential Information

(e.g. or Registration with Scottish Social Services Council (SSSC) required):

There is access to a car pool scheme/service vehicles as part of the post activities

Compiled by: Graeme Malcolm

Designation: Roads & Transportation Services Manager

Date: 20 February 2015

