

Technical Transport Planner

Traffic Regulation Order (TRO) Team

Salary: Band 7 - £33,119 to £37,562 per annum

Hours: 37 hours per week

Location: Civic Offices, Portsmouth, with site visits across the city

Contract: Permanent

The Service

The Traffic Regulation Order (TRO) Team supports the development and delivery of the council's TRO programme. The team prepares and processes statutory orders and consultations that enable transport, parking and highway proposals to be implemented lawfully, while engaging with residents, elected members, community groups, developers and statutory consultees.

What is the role?

As Technical Transport Planner, you will support the provision and delivery of the TRO programme, contribute to TRO policy and strategy, and develop practical solutions to varied and complex issues. You will engage and consult with members, community groups, residents and other stakeholders on TRO issues.

Your main responsibilities will include:

- Manage the end-to-end delivery of smaller TROs and statutory consultations, including processing a high volume of individual disabled bay orders.
- Draft accurate TRO documentation, formal correspondence, consultation materials and supporting reports within required timescales.
- Assess and respond appropriately to representations and objections, escalating significant legal, technical or reputational risks where required.
- Use mapping systems and support the council's developing digital TRO processes, including relevant interfaces such as Traffweb where applicable.
- Ensure work complies with national traffic regulation legislation, relevant highways requirements, council policy and local governance procedures.

- Monitor and report progress, including gateways, milestones and dependencies, with a particular focus on disabled bay orders.
- Communicate technical, complex or sensitive information clearly to residents, elected members, developers, statutory consultees and non-specialist audiences.
- Provide technical advice that may influence the design, programming and delivery of transport, parking and highway proposals.
- Support the training and development of junior staff in disabled bay applications and TRO procedures.
- Carry out site visits across Portsmouth, including work on or near the highway, and follow relevant health and safety requirements.
- The role operates in a politically sensitive environment and requires tact, diplomacy and resilience when dealing with challenging or emotionally charged situations.

Who is the person?

You need:

- Experience of drafting and processing smaller Traffic Regulation Orders or statutory consultations for highway schemes from initiation to completion.
- Good knowledge of current traffic regulation legislation, relevant guidance and industry practice.
- The ability to investigate information, identify issues, assess options and present reasoned recommendations.
- Excellent written and verbal communication skills, with accuracy and strong attention to detail.
- The ability to communicate sensitively and professionally with the public, elected members, external organisations and colleagues at different levels, including over challenging issues.
- Effective programme, workload and time-management skills, with the ability to meet deadlines and manage competing priorities.

- Proficiency in Microsoft Office and general IT systems.
- Experience of working with mapping software.
- The ability to work within established legislation, policy and procedures, applying professional judgement to routine issues and escalating significant risks appropriately.
- The ability to navigate the city and undertake site visits. A driving licence is desirable but not essential; pool cars or a casual car-user allowance may be available.
- The ability to converse at ease with customers and provide advice in accurate spoken English.
- The ability to work safely on or near the highway, wear required protective clothing and complete relevant council health and safety training.

Key working relationships

Internal: TRO Team, Parking Services, Transport Delivery colleagues, project managers, senior managers, other council services and elected members.

External: Residents, developers, statutory consultees, community groups and other relevant organisations.

Working arrangements and conditions

- Occasional work outside normal hours may be required to meet statutory or project deadlines.
- Site visits are required and may involve carrying light equipment such as measuring wheels, marking paint and documents.
- Site work may take place on or near the highway. Required protective clothing must be worn and relevant council health and safety training completed.

Additional information

General Data Protection Regulation (GDPR)

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recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).