

Post Specification

Post Specification - Key Information

- **Post Title:** Assistant Infrastructure Planning Officer Career Grade – Entry
- **Date:** March 2026
- **Post Group Number:** PG 7080
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT7
- **Final Grade:** Grade 7

To be read in conjunction with the job family role profile.

Service Area Description

To undertake infrastructure and transport planning to inform plans and strategies, develop infrastructure schemes and to support economic development opportunities.

Purpose of this Post

With regular supervision, assist the Infrastructure Planning team to provide technical advice and support in the development of transport infrastructure schemes, contributing to plans and strategies and enabling delivery of infrastructure to support sustainable economic growth.

Key Job Specific Accountabilities

The level of accountability and leadership to undertake the key job accountabilities will expand in line with the career grade.

At Entry Level the Assistant Infrastructure Planning Officer will undertake duties with support and supervision.

1. With support and supervision, assist with activities associated with the development of transport infrastructure plans and strategies, including transport studies and assessments, and manage, monitor and report on implementation of policies and programmes.
2. With support and supervision, support the provision of technical advice and guidance to colleagues in respect of specifications and standards for transport infrastructure schemes and assessments.
3. With support and supervision, assist with the plan and organising of work and projects to ensure delivery to given timescales and budgets and prepare monitoring and progress reports for colleagues and members.
4. With support and supervision, assist with the effective liaison with internal and external stakeholders as part of the delivery of projects and initiatives.
5. With support and supervision, to undertake other duties as may be determined within the general scope of the post and commensurate with the grade.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Qualifications:** Typically the post holder will need to have three A-levels (or equivalent) and be able to demonstrate competency in Maths, English and IT.
- **Knowledge:** Some understanding or knowledge of town planning, or transport planning, or project management.
- **Experience:** Interacting with partners/stakeholders.
- **Expertise:** ICT competent, with strong written and numerical skills; good communicator.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure
- **Physical Demands:** Normal effort required
- **Working Conditions:** Mainly office based, with some travel in Westmorland and Furness
- **Other Factors:** To model and display the corporate standards of behaviour