

## Job Description: Assistant Consultant / Consultant

<b>Job title:</b> Assistant Consultant / Consultant	
<p><b>Main Job Role:</b></p> <p>Evoke work alongside land-owners and promoters, developers, site operators, planners, architects and other specialists as part of wider consultant teams to provide clients with transport planning and highway advice on a wide range of projects across a variety of sectors across the UK. Evoke specialise in the provision of planning application support and the preparation of transport strategies to support a wide-ranging client and development portfolio.</p> <p>Evoke is expanding their Transport Planning and Development Planning team. The role offered will depend on the candidate's skills and experience.</p> <p>We seek individuals with the ability and willingness to contribute to the company objectives, which are to:</p> <ul style="list-style-type: none"> <li>• Provide a sound, responsive, professional and friendly service to all clients and professional partners from project start to finish;</li> <li>• Add value to any development project through pragmatic, commercially focused advice in line with latest transport guidance, requirements &amp; policy; not being afraid to challenge this where necessary; and</li> <li>• Make time to enjoy this experience with our clients, partners and friends in the industry.</li> </ul> <p>The individual should already have strong experience with their existing employer and should be able to take on a key role in project work from day one. We would expect successful candidates to have a rounded skill set, including excellent team working and communication skills and proven experience in the preparation of development related transport assessments and transport statements and travel plans.</p> <p>The role will include collaborative working, drawing on shared experiences and working together with others to deliver the right result for clients.</p>	
<b>Position reports to:</b> Line Manager	<b>Direct Reports:</b> No

## Main Duties & Responsibilities

The role will include:

### Technical

- Taking a key role in the preparation, writing, reviewing and delivery of Transport Assessments/Transport Statements, Travel Plans, input to Environmental Statements Construction Traffic Management Plans, Delivery & Servicing Plans and other key documents;
- Assisting with the technical delivery of development planning projects;
- Ability to work unsupervised, with the ability to take a lead on small to medium projects;
- Assisting in the preparation of fee proposals for new projects, ensuring projects are delivered to budget; and
- Reviewing proposed development plans to check policy compliance, provide design advice and advise architects, planners and clients on improvements to proposed layouts.

### Teamwork

- Providing regular, effective communication and feedback to more senior members of staff so that they are kept aware of project and budget constraints, opportunities and deadlines;
- Providing support to Project Managers on technical matters to assist with the delivery of work on time and to budget; and
- Acting as an advocate for Evoke at all times, setting an example of trust, integrity, openness and honesty.

### Client Focus & Business Development

- Assisting senior members of staff with advice to clients and having some direct contact with clients, especially on smaller schemes, to understand objectives and desired outcomes for the project;
- Supporting more senior members of staff at external meetings and when required providing confident and positive advice;
- Helping to raise the profile of the company through news articles, social media posts or presenting to clients, peers or universities; and
- Attending social and networking events.

## Experience & Qualifications

### Essential:

- Relevant university degree or apprenticeship;
- Previous experience in a similar role;
- A proven track recording in delivering successful projects on time and to budget including the production of transport planning reports and technical notes;
- Excellent interpersonal and communication skills and an ability to communicate well at all levels;
- Excellent standard of written English (particularly report writing);
- Excellent numerical, analytical and problem solving skills;
- High level of competence in the use of MS Office products (including Excel and Word);
- Experience of working with Junctions 9/10, TRICS and TEMPRO
- Knowledge of government transport policy and guidelines;
- Understanding of the principles of transport planning;
- Ability to work unsupervised;
- Excellent time and budget management skills;
- Ability to communicate technical concepts to colleagues and clients; and
- Financial monitoring and project budget experience

### Desirable:

- Experience of using LINSIG and interpreting results;
- Experience using AutoCAD and AutoTrack;
- Masters Degree in Transport or Relevant Subject.
- Professional Membership of an appropriate institution (e.g. MCIHT)
- Full clean driving license