

Job Class Profile: Transportation Planning Supervisor**Pay Level: CG-44 Point Band: 1082-1135**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	8	6	2	4	8	6	6	3	2	
Points	373	100	13	19	240	130	124	64	21	1084

JOB SUMMARY

The Transportation Planning Supervisor provides specialized expertise in strategic planning, indicator development, research, information system development, and economic and social policy as it relates to the province's transportation system.

Key and Periodic Activities

- Provides strategic planning and performance based reporting which includes: participating as a member of the Policy, Planning and Evaluation Team to develop strategies, plans, and performance based reports; co-ordinating, preparing, and administering strategic planning exercises which require constant collaboration with executive and senior management; writing strategic plans, work plans, annual reports, and other related documents which require regular interaction with senior management and executive.
- Develops and analyzes transportation and public works policy issues.
- Researches innovative approaches and best practices related to service delivery.
- Develops policy options for executive and senior management for consideration.
- Co-ordinates the analysis of transportation and works policy issues to facilitate aligning departmental policy with government policy.
- Analyzes the potential impacts on domestic policy caused by federal policy changes, social and economic trends, regulatory reform, and interprovincial developments.
- Prepares briefing notes for the Deputy Minister and the Minister on all aspects of transportation; prepares submissions and interventions on regulatory and legislative matters for the department; prepares speeches for the Minister; develops draft legislation; and prepares submissions to Cabinet.

SKILL**Knowledge****General and Specific Knowledge:**

- Transportation planning and research, industry trends and developments, and internal policies.
- The Motor Carrier Act, Railway Act, Highway Traffic Act, Executive Council Act, Newfoundland Act or the Terms of Union, Canada Transportation Act, Canada Marine Act, Shipping Conferences Exemption Act, Motor Vehicle Transport Act, Port and Harbour Facilities Act, and other transportation related legislation.

Formal Education and/or Certification(s):

- Minimum: Masters Degree in a field related to Public Administration, Public Policy, Business

Administration, or Applied Research.
Years of Experience:
— Minimum: 1-2 years experience.
Interpersonal Skills
<ul style="list-style-type: none"> — Interpersonal skills are used to listen to information, ask questions to gain information, provide routine and complex information/direction to others, gain the co-operation of others to complete work or to address issues/problems, and provide expert advice to others. — Requires constant seeking of information from others from within and outside the department while working under tight timelines, when reporting information to department executive via face-to-face communication and/or presentations in a clear concise manner. Asking questions with other departmental staff to prepare joint papers, presentations, developing performance measures and shared goals. — Complex information is communicated with the executive in the form of Cabinet Papers, briefing notes, presentations, etc. When compiling these documents, gaining the co-operation of other is required. — The most significant contacts are the Assistant Deputy Ministers regarding a number of projects related to performance reporting, policy analysis, and collection of information for public presentation. Also collaborating for the purpose of writing cabinet papers and briefing notes for department executive and other departments; Deputy Minister and Minister of department to provide information, present reports, and meet on various topics.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in fatigue, requiring periods of rest. — There are opportunities to stand and walk with the work environment. — Occasionally required to drive. — Fine finger precision work and sitting and constantly required to perform work on a computer for extended periods of time.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constantly required when analyzing detailed data such as charts, tables, spreadsheets, and preparing briefing notes. — Repetition requiring alertness occurs on a regular basis when analyzing databases, spreadsheets, and documents for public consumption. — Time pressures/deadlines are experienced on a constant basis when preparing cabinet submissions, briefing materials, and presentations which are often time consuming and time sensitive. — Eye/hand co-ordination is regularly required for analyzing numbers and/or creating charts, graphs, etc. — Exact results and precision is required on a constant basis for interpreting legislation, developing measurable indicators, reporting on performance measures, and writing reports/cabinet papers/briefing notes.
Complexity
<ul style="list-style-type: none"> — Work typically involves tasks that are quite different (i.e. policy, planning, legislative, financial, and legal methodologies) but require the application of similar knowledge and skills (i.e.

transportation systems).

- Problems tend to have limited opportunity for standardized solutions and regularly have strategic or policy significance.
- Typical challenges or problems may involve producing strategic plans and performance based reports requiring a high degree of collaboration amongst departmental staff at all levels, as well as a high degree of understanding of departmental activities. Specific challenges in strategic planning include developing goals, objectives, and indicators for a department where success can be attributed to the hard work of employees on a daily basis. The development of multi-year strategic plans has to consider the medium to long-term focus of the department and comply with the Transparency and Accountability Act.
- Typical challenges are addressed by consulting with colleagues, immediate supervisors, senior management, and the executive. Problems may also be resolved by conducting jurisdictional reviews to determine how others would address a given problem.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled. Duties are performed with minimal supervision, a high degree of independence and initiative, and a wide scope of authority under the general direction of the Director. Work is reviewed through discussions, written reports, and observation of overall results achieved.
- Discretion is given to formulate policy recommendations and draft documentation under limited direction. The level of oversight and final approval is determined by the nature of the work. Also responsible for supervising work term students and providing leadership and guidance to junior staff. Discretion is exercised in determining what work these individuals should have delegated to them and in providing feedback on work completed.
- When performing a review of existing government policy, discretion can be used in determining what type of analysis should be conducted to come to a conclusion, and the method of presenting the information to the executive.
- A high degree of discretion and judgement is required in conducting reviews and analysis, in communicating information to the public and the executive, in determining what content/information to provide, how to present information, and what tone to use.

Impact

- Decisions and/or advice/interpretations provided generally have a negative or positive impact on programs, policies, finances, and planning as well as the immediate work area, department, organization, and general public.
- Many decisions made, based on research conducted, go to Treasury Board and Cabinet. Results of these decisions are felt across government and by the public. Annual reports present information to the public allowing them to determine the department's level of success in reaching its multi-year goals and objectives. The presentation and quality of information contained in the reports directly impacts government's corporate image.
- Errors in reporting on performance can negatively affect the public's perception and confidence in government and in the department. Errors in research, analysis, and policy development could lead to the implementation of less effective initiatives which can negatively impact service delivery and increase cost.
- Errors are most likely to be detected at the analyst or director level before operational decisions are implemented. Depending on the nature of the impact, errors could be found and solved in a

relatively short time period, or may have longer lasting impacts and possibly injury to the public.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide on the job advice, guidance, direction, feedback, orientation to new employees, on-the-job training, act as technical mentor, delegate/allocate tasks, lead a project or technical team, provide staffing input, and organize, co-ordinate, review/check the work of students.
- Leads projects conducted within the department which involves organizing meetings and planning sessions, reviewing work, ensuring sections of the project are completed in a timely manner and accurately, organizing the work of students, and providing feedback.

WORKING CONDITIONS

Environmental Working Conditions

- Not required to take any precautions.
- There is no likelihood of injury or illness.
- Work is performed in an office environment. Constant exposure to computer glare and occasional exposure to adverse weather when traveling.