**Northumberland County Council**

**JOB DESCRIPTION**

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| **Post Title:** Highway Development Management Technician | | **Director/Service/Sector** Planning, Economy & Housing /  Planning & Housing Services / Highway Development Management | | **Office Use** |
| **Band:** 4 | | **Workplace:** County Hall | | JE ref: 3020  HRMS ref: |
| **Responsible to:** Principal Highway Development Management Officer | | **Date:** August 2015 | **Manager Level:** |
| **Job Purpose:** To provide technical and administrative support to the Highway Development Management team, assist in the seamless handling of highway related matters through the planning / development process from scheme inception through to completion on site, and to manage the vehicular access application process and associated budget/income. | | | | |
| **Resources:** Vehicular access budget. | **Staff** | Clerical and junior staff as may be assigned. | | |
| **Finance** | | Manage and monitor fees for vehicular accesses. Pursue non-payment and receipt payments. | | |
| **Physical** | | Planning folders, adoption files, plans, records and IT systems. | | |
| **Clients** | | Developers, Members, public, solicitors, internal and external clients etc. | | |
| **Duties and key result areas:**   * To provide technical and administrative support in respect of planning applications, Section 38 adoption agreements, S278 and S184 agreements across the County. * To assist in the provision of highways advice on householder and other minor planning applications as directed by the Principal Highways Development Management Officer * Maintaining and retrieving as necessary all planning permissions, S38, S184, S278 agreements and records, and updating and maintaining GIS digitised map records associated with the function of the team. * To assist in the research, collation, analysis and presentation of information relating to the highway network, specifically to research and process Regulation Orders for development related to the stopping up of highways; and representing the team at meetings, working groups and Magistrate’s Court as may be directed. * To evaluate the impact of minor development proposals on the highway network, formulate a response and recommend mitigating planning conditions as necessary. * To collate and maintain a database of developments requiring highway improvements and / or construction of vehicular accesses which will include monitoring the progress of approved development and being aware of the relevant date for implementation and completion; liaising with the statutory undertakers, serving the requisite notices and co-ordinating the construction of vehicular accesses and other highway work having regard to the requirements of the New Roads and Street Works Act 1991. * To receive internal and external telephone calls, answer enquiries, redirect calls and take messages as appropriate. * To provide a scanning, photocopying and filing function for the team. * To undertake other duties and responsibilities consistent with the level, nature and grade of the post, as may be directed.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Occasional need to travel to other NCC Offices  Normal 37 Hr week subject to flexi-time  County Hall based. Physically able to lift and carry boxes of folders, files and plans etc. | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title: Technical Assistant** | **Director/Service/Sector:** | Ref: 3020 | |
| **Essential** | **Desirable** | | **Assess by** |
| **Knowledge and Qualifications** | | | |
| Good general education with at least 5 GCSE’s or equivalent including English and Maths | GCSE `A’ Level Qualifications, HNC or First Degree  Understanding of Highway Authority procedures, standards and highway specifications. | |  |
| **Experience** | | | |
| Experience of planning applications, vehicular crossing processes, financial issues and administrative support work. General clerical and administrative work and Keyboard experience | Experience of Local Authority highways development management functions, planning process and highway design standards.  Ability to use GIS and other complex computerised database systems. | |  |
| **Skills and competencies** | | | |
| Good written and oral communication skills  Logical, practical and analytical  Conscientious and flexible attitude to work  Full, clean driving licence  Numerate  Commitment to a quality service  Customer focused | Competent with Microsoft Office type IT software, spreadsheets and databases.  Good organisational skills. | |  |
| **Physical, mental and emotional demands** | | | |
| Self- motivated  Ability to manage complex and intense workloads.  Ability to deal calmly with multiple and sometimes irate customers. | Desire to learn and better understand all functions of the Highway Development Management team. | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits