Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Highway Development Management Officer | | **Director/Service/Sector:** Planning, Economy & Housing /  Planning & Housing Services / Highway Development Management | | **Office Use** |
| **Band**: 7 | | **Workplace:** County Hall and various construction sites throughout Northumberland | | JE ref: 3019  HRMS ref: |
| **Responsible to:** Principal Highway Development Management Officer | | **Date:** May 2015 | **Manager Lever:** |
| **Job Purpose:** To assist in the delivery of the Highway Development Management process on behalf of the Highway Authority and ensure seamless handling through the planning / development process from scheme inception through to completion on site. | | | | |
| **Resources:** Camera, mobile phone, laptop, legal  documents, technical equipment,  plans etc. | **Staff** | Shared day to day supervision of Highways Development Management Technicians, apprentices / admin support and agency staff. Frequent liaison with external contractors and site staff. | | |
| **Finance** | | Shared responsibility for monitoring Section 59, 184 and 278 budgets including individual S278 scheme budgets. Calculating, securing and monitoring Section 38 Adoption Agreements / Bonds, commuted sums and fees. Responsible for invoicing developers, receipting, recording and monitoring fees etc. | | |
| **Physical** | | Highway Development Management IT systems, adoption files, plans, records, financial and commercially sensitive data including legal contract documentation and tenders. Photographic and measuring equipment, cameras, laptops, mobile phones and technical equipment. | | |
| **Clients** | | Developers, agents, contractors, Members, public, solicitors, internal and external clients and organisations etc. | | |
| **Duties and key result areas:**   * To assist in the delivery of an efficient, effective and joined up Highway Development Management process across the County. * To examine proposals for development in the context of current highway design standards and legislation. * To advise the Local Planning Authority of the highway and road safety implications of planning applications within monitored timescales. * To assist in the preparation of planning appeal documentation and, where necessary, represent the Council at appeal hearings. * To negotiate and liaise with developers and their agents to secure the satisfactory design of developments having regard to current policies and standards for layout, construction and car parking. * To negotiate with developers and their agents / legal advisors to secure funding for mitigation associated with the adverse impact of developments on the highway, and to secure agreements for highway improvement schemes / extraordinary maintenance agreements under Sections 278 and 59 of the Highways Act 1980 * To monitor planning permissions to ensure that highway requirements have been incorporated. * To provide professional advice, guidance notes, quality assurance process maps and associated documents and reports to developers, agents / consultants and solicitors, partners, members of the public and elected Members to satisfy their needs, safeguard their interests and which meets Highway Agency requirements, Design Manual for Roads & Bridges technical standards, complies with CDM 2007 regulations, the EU procurement regime and ISO quality standards. * Instruct the Principal Solicitor to release draft agreements and meet regularly to progress / enable completion of all agreements under Section 59 and Section 278 including appropriate indemnities, bonds and sureties. * Liaise with officers in other departments to ensure that design, technical appraisal and safety audits standards and specifications are complied with. * Monitor and co-ordinate completion of Agreement documentation and liaise with developers, their agents and with the Council’s Construction and Engineering Section, Area Maintenance Managers and Network Manager to facilitate timescales and scheduling, and to co-ordinate completion of works. * Monitor budgets for individual Section 38, 59 and 278 highway improvements schemes, being accountable for expenditure against allocated budgets. * To manage Section 38 adoption agreements and dedications, Section 184, 228 and 278 procedures and legal agreements across the County including evaluation of and comment on development proposals with a view to securing S38 and other adoption agreements,calculating Bond figures, commuted sums and fees associated with S38 and other highway agreements and updating and maintaining GIS digitised map records. * To represent the Highway Development Management team at meetings and working groups with developers and other agencies, public meetings, Planning Committee meetings, Area Committee’s and elected Member site visits as may be directed. * To receive internal and external correspondence and telephone calls, answer queries, redirect calls and take messages as appropriate. * To assist in the training and supervision of junior staff including apprentices / youth trainees. * 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: | Full driving licence, access to car, good physical mobility.  Full time including occasional unsocial hours. Ability to carry out daily site inspections on various sites in all parts of the County.  County Hall based but prolonged periods outside on sites around County in all weather conditions. Attendance at Committee meetings including some evening meetings. | | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:**  Highway Development Management Officer | | **Director/Service/Sector:** Planning, Economy & Housing /  Planning & Housing Services / Highway Development Management | **Ref:** 3019 | |
| **Essential** | | **Desirable** | **Assess by** | |
| **Qualifications and Knowledge** | | | | |
| HNC or equivalent  Extensive knowledge of professional theory, practice and procedures associated with Planning and Highway Development Management.  Comprehensive understanding of Highway design standards and associated legislation.  Awareness of current inter/national laws, regulations, policies, procedures and developments.  Understands the relationship between costs, quality, customer care and performance.  Evidence of professional study and continuous professional development. | | Qualification at degree level in relevant subject.  Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.  Knowledge of ISO 9001, ISO14001 and OHSAS 18000  Knowledge of CDM 2007 - F10 Signatory / Client obligations |  | |
| **Experience** | | | | |
| Recent experience in a relevant context and service.  Experience in selecting and applying a range of professional methods, tools and techniques including monitoring scheme budgets and project management.  Recent and successful experience in acting in a consultant or advisory capacity on professional issues.  Experience in engaging effectively with others and building productive partnerships.  Data collection, analysis, interpretation and reporting. | | Minimum of five years’ experience of Highway legislation and associated procedures.  Past experience of presenting highway matters, including technical evidence, to Committees, public audiences and at planning appeal hearings. |  | |
| **Skills and competencies** | | | | |
| Advanced IT skills and an ability to effectively use ITC to achieve work objectives.  Prepares written, verbal and other media to best professional standards.  Effectively expresses views using appropriate means depending upon the audience.  Numerate and skilled at analysing/reasoning with complex business related statistics.  Persistence in applying a methodical approach to problem solving.  Negotiation skills and able to persuade others to an alternative point of view.  Maintains a professional demeanour in stressful and difficult situations. | | Advanced skills in Microsoft Office.  Knowledge of Hi Dec, GIS and Uniform (Oracle) software  Financial and commercial awareness.  In depth understanding of public sector practices. |  | |
| **Physical, mental and emotional demands** | | | | |
| Ability to travel to meetings and visit sites.  Able to work to tight deadlines and at times under considerable pressure.  Normally works from a seated position with some need to walk, bend or carry items.  Need to maintain general awareness with lengthy periods of enhanced concentration.  Contact with public/clients, sometimes in dispute with the County Council, with an ability to deal sympathetically and politely with difficult customers. | | SER - Stress of dealing with developers / members of the public in default situations. On the telephone, in meetings and on site Dispute resolution. |  | |
| **Motivation** | | | | |
| A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.  Dependable, reliable and keeps good time.  Models and encourages high standards of honesty, integrity, openness and respect for others.  Helps managers to create a positive work culture in which diverse, individual contributions and perspectives are valued.  Proactive and objective orientated.  Works with little direct supervision.  Self motivated. | |  |  | |
| **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*