1. **POST TITLE: Principal Highways Development Engineer**

1. **POST NUMBER: T/ST/6.4-6.6**

# 3. GRADE: Grade11

**Job Evaluation No. A6077**

1. **LOCATION:** Any Council workplace within County Durham
2. **RELEVANT TO THIS POST:**

**Flexible Working:** The Council’s Flexible Working Hours Policy does apply to this post. The postholder may be required to work outside of normal hours.

**Contract:** Permanent

# 6. ORGANISATIONAL RELATIONSHIPS

The post holder will report to the Highway Development Section Manager and will be directly responsible for the Management or direction of junior staff as directed by the Section Manager.

# 7. DESCRIPTION OF ROLE

The postholder is to provide road safety, highway, traffic and transport advice and comments on development proposals within the County.

# 8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST General

* Investigate and respond to planning application consultations & general enquiries to meet deadlines
* To prepare written reports and represent the Authority at planning appeals, hearings and public inquiries.
* To advise the public, Members, Parish Councils, developers and their consultants regarding planning applications and general enquiries.
* To represent the Department at multi-agency meetings to ensure highways/traffic implications are considered.
* Liaise with adoptions street lighting, drainage and design engineers to ensure highway proposals meet current standards
* Attend public exhibitions and meetings to represent DCC Transport Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

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### DURHAM COUNTY COUNCIL REGENERATION AND ECONOMIC DEVELOPMENT SERVICE PERSON SPECIFICATION – Principal Development Control Engineer

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Degree or Incorporated Engineer in civil engineering, transport planning, transport modelling or related subject.  Membership of a relevant professional body or equivalent approved development management qualification. | Chartered professional in a field associated with Development Management. | Application form, interview and references.  (All candidates will be required to provide evidence of qualifications if called to interview.) |
| **Experience** | Significant relevant experience in either traffic or highways.  Of applying sound engineering principles to practical solutions. | Of dealing with members of the public and elected Members. | Application form/interview |
| **Skills/knowledge** | Ability to analyse and resolve complex technical problems  Ability to write detailed reports and briefing documents  Ability to make oral presentations to Senior Management and/or elected Members  Ability to manage projects and personnel.  Ability to represent the Director at various meetings, working parties, panels etc | Ability to develop solutions to road safety and road maintenance problems  A knowledge of local government structure and operation  An understanding of performance management  Have an awareness of the issues in the County Durham plan and related local strategies and plans including LTP policies. | Interview and/or presentation (Candidates will receive advance notification if required to make a short presentation at interview) |
| **Personal Qualities** | A flexible approach to work and a capability to work under pressure | Ability to work as part of a multi-  disciplinary team  Ability to develop ideas and | Application form, references, interview |

November 2019

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|  | to deadlines  Willingness to attend meetings outside of normal working hours when so required  To be self-motivated and able to work under own initiative, but in accordance with corporate  objectives  Good organisational ability and communications skills, including good IT skills  Ability to respond quickly and  efficiently to a wide range of queries from Senior Management, elected Members and other staff Ability to work in partnership with others to forge effective working relationships  Self-confidence, reliability and self reliant | concepts into projects and policies  Presentable and pleasant  Alert and quick on the uptake Commitment to Green Transport issues. |  |

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