**Job Description**

|  |  |
| --- | --- |
| **Job title** | Development Control Technician |
| **Grade** | Grade 2, 4 or 6 (Starting grade dependant on relevant skills & experience) |
| **Service/Team** | City Development – Infrastructure, Planning and Transportation |
| **Main purpose of job** | 1. Processing of full range of planning application consultations from small to medium developments and schemes to assess the impact of development traffic and ensure the safe operation of the local road network. 2. Providing transportation, traffic, highway and parking input to the development management process. 3. Ensuring the integration of transport policies for control of development management to comply with the adopted Core Strategy and Local Plan and regeneration priority areas, which set the Council’s future land use strategy |
| **Key responsibilities** | 1. Processing of planning application consultations and transportation assessments for control of development within set time limits, including the assessment of geometric layouts of new developments. 2. Processing of highway requirements associated with the highway development control process. 3. Undertake engineering assessments of planning applications and provide the relevant information in report form to the Group Engineer, Transportation Development, Development Management and Senior Officers of the Planning Service and make suitable recommendations 4. Technical approval Highway submissions to ensure conformity with the current regulations, standards and specifications. 5. Experienced within the role that transport planning plays in the development and enactment of land use and development strategies in towns, cities, regions and nations, with detailed knowledge of statutory documents such as the Highways Act, the National Planning Policy Framework (NPPF) and other relevant transport and planning guidance. 6. Provide advice on Low Carbon Transport and Sustainable Travel in land use planning, including the assessment of pedestrian, cycling and public transport access to a site and the development of a Travel Plan Framework. 7. Provide written professional evidence to support the Highway Authority at Planning Appeals and to attend Informal Planning Hearings as required. 8. Provide professional advice and assistance to developers in helping to develop sustainable travel policies through the development control process. 9. Provide professional advice to developers on highway design and construction issues. 10. Attend meetings, technical groups and stakeholder forums as required and represent the Highway Authority in meetings with developers and other public-sector officers. 11. Skilled in the use of Microsoft software packages. (Teams, Word, Excel and Power Point). Excellent literacy, numeracy skills are required. 12. Plan and organise own workload to achieve service objectives and ensure work is completed within set timescales and budgets. |
| **Key tasks** | 1. To support and contribute to the democratic process through liaison with elected members, the preparation of reports, attendance at committee and public meetings, and preparation of Area/Ward based bid applications for local priorities. 2. To assist the Engineer and Group Engineer in risk management and business continuity planning. 3. To assist in maintaining and developing meaningful communications and working relationships with other Services, Directorates, North East Joint Transport Committee, Neighbouring local authorities, Nexus, External Agencies and National Bodies. 4. To assist in ensuring the functions undertaken by the team are effectively co-ordinated and staff are adequately supported through out the process: 5. Motivation, guidance and mentoring of colleagues. 6. Assist in the development and use of technology. 7. Deputising for the Development Control Engineer as and when required. 8. A commitment to continuous improvement. 9. To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values |
| **Responsible for staff/equipment** | N/A |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council  The post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |