



**Directorate:**

Community Services, Environment and Culture

**Service Area:**

Highway, Transport and Design

**JOB TITLE:** Engineer

**GRADE:** I/J/K

**REPORTING TO:** Principal Engineer - Highways Development Control Team

**1.**

**JOB SUMMARY:**

To contribute towards the effective delivery of a planning service which provides highways advice relating to development control matters to support the Local Planning Authority.

**2.**

**MAIN RESPONSIBILITIES AND REQUIREMENTS**

1

To assist the Highways Development Planning Team Leader and Principal Engineer with the effective development and delivery of highway and transport advice relating to planning services and provision of timely performance management information on the service.

2

To check and approve site specific transport statements/ assessments and undertake technical appraisals where appropriate.

3

Provision of professional advice for highway and transport and communication of information at a developed level to a range of audiences, both orally and in writing.

4

To assist with the production and implementation of plans, policies, standards, specification, and procedures for the provision of the highway planning service.

5

Assist in managing and maintaining the appropriate software systems to ensure a high level of service delivery.

6

Ensure compliance with the relevant technical, services and legal standards relating to development control planning, including interpreting associated reports, and ensuring that appropriate remedial action is taken as required.

7

Where required represent the Council at committees, meetings and working groups and liaise and deal with queries from residents, local Ward Councillors, and other stakeholders in an effective and timely manner.

8

To undertake the technical appraisals of all Section 38 development drawings to ensure they are compliant with the Councils technical specifications prior to legal Section 278/38 agreements being drawn up and ensure that the work carried out

		on the highway by the developer reaches an adoptable standard within a specified time. Calculation of inspection fees and bonds.
	9	To liaise with development agencies, private developers and other external bodies and to support the planning service through the provision of professional advice and ensuring professional standards are met.
	10	Ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.
	11	To liaise with others as appropriate in the preparation of legal agreements under the appropriate Acts for activities relating to private development sites in connection with highway assets maintained by the authority or to secure external funding or infrastructure improvements
	12	Continue to develop partnerships/relationships with other Local Authorities, and other key stakeholders as appropriate.
	13	To assist the Transport Planning and Strategy Manager as appropriate on development control advice, transport modelling and assessment.
	14	Assist junior officers by providing advice, guidance and training as appropriate.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	..... .

**Job Description dated**

## PERSON SPECIFICATION


Job Title/Grade	Engineer (Highway Development Control)	
Directorate / Service Area	Community Services & Transport / Highways, Transport & Design	
Post Ref:	TBC	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications / Training	<ul style="list-style-type: none"> <li>Educated to HNC level in a relevant discipline or ability to demonstrate equivalent level relevant experience.</li> </ul>	Educated to degree level in a relevant discipline	Application form
Experience	<ul style="list-style-type: none"> <li>Experience in highway development control and construction of highways, Section 38 related strategies and policies.</li> <li>Experience of working in or with public sector organisations.</li> <li>Working as part of a team as well as demonstrating use of own initiative.</li> <li>Prioritisation of work to meet deadlines.</li> <li>Experience in completing complex, technical tasks to a high standard and to set deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in making presentations in a public setting and at Committee meetings and working parties.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Experience in decision making covering complex and varied issues.</li> <li>• Experience and knowledge of managing and guiding the political processes of local government.</li> </ul>		
<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Ability to work in an organised and methodical way to analyse and solve problems logically.</li> <li>• Ability to understand and apply regulations and written instructions.</li> <li>• Innovative and logical thinking to resolve issues.</li> <li>• Be articulate and able to converse confidently in a pleasant and professional manner.</li> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues to a wide range of people and organisations</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• Ability to supervise professional staff engaged in the service area for the authority.</li> <li>• Good knowledge of national and local guidelines and other relevant standards</li> <li>• Ability to manage and control capital and revenue budgets.</li> <li>• Familiarity with and ability to adapt to Information Technology requirements.</li> </ul>		<p>Application / Interview</p>

Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviors which underpin the Culture Statement.</li> <li>• Committed to own personal development &amp; the ability to benefit from training relevant to the post.</li> <li>• High personal standards of self-discipline in working to deadlines.</li> <li>• Creative thinking &amp; 'Can-do' approach</li> <li>• Highly motivated, and not easily discouraged.</li> <li>• Flexible approach to work.</li> <li>• Confidentiality and personal integrity.</li> <li>• The personal demeanor and credibility, which inspires confidence and motivates colleagues.</li> </ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• Should be able to vary working hours to incorporate evening and weekend meetings as required.</li> <li>• Ability to travel is a requirement of the post for which an appropriate allowance is payable.</li> </ul>		Application / Interview

**Person Specification dated**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Community Services	<b>SERVICE AREA:</b> Highways, Transport & Design
<b>JOB TITLE: Engineer (Highways Development Control Team)</b>	
<b>GRADE: I/J/K</b>	
<b>JOB LOCATION / BUILDING: Municipal Buildings</b>	
<b>REPORTING TO: Highway Development Control Team Leader</b>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

<b>Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>Noise:</b> Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		<b>X</b>
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		<b>X</b>
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		<b>X</b>

<b>Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		<b>X</b>
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		<b>X</b>

Known Risk	Yes	No
<p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>		X
<p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>		X
<p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>	X	
<p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p> <p>Working in the vicinity of watercourses</p> <p>working on live construction sites</p> <p>Working near to live traffic</p> <p>Some work may involve crossing farmland with livestock</p>	X	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager: Jane Salisbury Date: 9/11/23

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**



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