

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Highways Development Management Engineer

Highways & Transport, Place Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Highways and Transport Team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highway assets, public transport, active travel, and all road users, being mindful of budget constraints, legislation, and the sustainability agenda. The team also fulfils the County's duty to ensure the safe travel of eligible students to school.

If you are keen on working within a Highway Development Management role and protecting the Council's highway network and helping to improve the transport facilities available for the people of West Northampton as part of the planning process, then this rewarding career may be the career for you.

The role is responsible for the co-ordination of all highway development management functions including highway and engineering advice on planning applications and road adoptions to the Council, councillors, colleagues within other Council disciplines and developers. The role will secure funding from developers, where appropriate, to support and deliver the Council's policies and strategies as may be adopted or promoted by the Council or Government. A significant part of the Highways and Transport service area is funded through income generated by the services provided by the Development Liaison Team and the post holder will be expected to maintain and maximise future income streams.

Accountable to:

There are 3 Highways Development Management Engineers within the team, each taking responsibility for their own caseload within West Northamptonshire and each reporting to the Highways Development Management Principal Engineer and Highway Liaison Manager for guidance.

Responsibilities:

1. To provide professional advice to the Council, other Council disciplines and teams including but not limited to its planning, flood management, building control and highway maintenance functions as well as external partners on the transport implications of development proposals including road adoptions promoted within the public and private sectors, as part of the development plan or as individual sites, including representing the Council as its expert witness at planning inquiries as necessary.
2. To prepare and issue statutory highway and transport related consultation responses to planning applications and all that this entails including site visits, layout assessment and any other matters relating to the planning consultation process including preparation of evidence for appeals.
3. To provide impartial professional highway and transport related advice to the relevant West Northamptonshire Council officers, committees and local strategic partnership groups and represent Highway Services in consultations with MP's, Councillors, Police and Community Groups and individuals, by providing high quality highways advice and responses to issues raised.
4. To secure, in association with WNC officers, appropriate levels of infrastructure / contributions to mitigate the impacts of major developments to support West Northamptonshire Council's aims and objectives in delivering sustainable development proposals and to administer individual Section 106 agreements and any other legal agreements entered into through monitoring incept dates, financial commitments and any other requirements placed upon the authority in administering its duties.
5. Co-ordinating and managing the process of Transport Assessment checking. This will include:
 - a. Scoping of Transportation Assessments with Developers/consultants to ensure that submitted Transport Assessments are prepared in accordance with WNC's requirements

- b. Assessing submitted documentation in support of Planning Applications, such as Transport Assessments and Travel Plans. Considering the trip generation assumptions of development land uses (using TRICS for example), understanding capacity assessments (including ARCADY, PICADY, LINSIG etc.), and distribution and assignment of predicted development trips.
 - c. Passing technical elements of Transport Assessments to other colleagues within the wider group and co-ordinating the responses, and liaising with developers/consultants on the outcome of this process.
- 6. As required, provide technical support to the Highways and Transport Team in respect of infrastructure design, transportation studies and assessments.
- 7. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
- 8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
- 9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

Skills and abilities:	Essential / Desirable	Measured by
		A, T, I, P, D
Good interpersonal skills with the ability of communicating effectively at all levels and to provide support to colleagues as necessary	Essential	A/I/P
Ability to think strategically and provide evidence of developing and implementing innovative concepts to complex service challenges	Essential	A/I/P
Ability to grasp and explain complex issues to colleagues and the community and deal sympathetically with sensitive issues.	Essential	A/I/P
Able to work under deadlines and have the ability to identify and manage demanding situations, individually and collectively.	Essential	A/I/P
Ability to understand legal agreements used in relation to developments (Section 278/38 Highways Act 1980 and Section 106 Town and Country Planning Act 1990 (as amended)).	Essential	A/I/P
Proven negotiations skills with colleagues, private, public, voluntary sector partners and community interests	Essential	A/I/P
Committed to public service and to corporate and collegiate working across the Council demonstrating political awareness and judgement.	Essential	A/I/P
The role will require site visits to be undertaken so the post holder requires a full UK driving license.	Essential	A/I/P
This is applicable to all roles in WNC: Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	Essential	A/I/P
This is applicable to all roles in WNC: Information & Data Handling: Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	Essential	A/I/P

Knowledge:	Essential / Desirable	Measured by
		A, T, I, P, D
Knowledge and understanding of development management processes and relevant legislation, regulations and codes of practice.	Essential	A/I/P
An understanding of and ability to critique and interpret Transport Assessments and traffic modelling activity.	Essential	A/I/P
Experience of highway engineering and/or planning policies and the development plan process.	Essential	A/I/P
Experience in preparing and presenting technical reports to senior managers and in formal committee meetings	Essential	A/I/P

Understanding and experience of master planning new development	Essential	A/I/P
Political awareness, knowledge, and understanding of Central and Local Government's political direction.	Essential	A/I/P
Working knowledge of relevant Local Authority Committee processes.	Essential	A/I/P

Relevant experience:	Essential / Desirable	Measured by
		A, T, I, P, D
Experience of negotiating and analysing Transport Statements and Assessments and of providing wider transport-related development control advice within the planning process, including negotiating related S106 obligations.	Essential	A/I
Experience of the structure of Local Government and working with members.	Essential	A/I
Relevant experience in highways, planning or other related work	Essential	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
		A, T, I, P, D
HNC or degree in Civil Engineering, or relevant experience.	Essential	A
Relevant professional membership, or working towards membership e.g. Chartered or Incorporated Engineer	Desirable	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family and salary band:	Band 8	Worker type:	Part-flexible
People management responsibility:	None	Budget responsibility:	None

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). The post holder should be able to attend occasional evening meetings. The role will require site visits to be undertaken.

Our organisational values and behaviours:

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

