# Job Description and Person Specification

## Job details

Job title:Principal Development Liaison Engineer

Grade: £42,503 - £46,549

Reports to: Development Liaison Manager

Directorate and Service area: Highways and Waste

Purpose of the job

In conjunction with the Development Liaison Manager to be responsible for the co-ordination and management of all highway development liaison functions including expert highway and engineering advice on planning applications, road adoption or highway works agreements to the Council, councillors, colleagues within other Council disciplines and developers.

To 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 Waste 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.

## Principal responsibilities

1. To provide expert 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 consider planning applications and related documentation including transport assessments / statements and detailed technical submissions to provide expert highway and engineering advice and reports to planning colleagues, developers, Councillors and other elected Members, the general public and other associated groups or organisations.
3. To manage a team of engineers and technical staff as may be determined by the Development Liaison Manager to deliver the Council’s statutory functions within the planning system and liaise with developers, statutory undertakers, external consultants and service teams of the Council to facilitate development, works on the highway and the adoption of new roads.
4. To work with planning teams and external partners in securing funding through negotiation of legal agreements under planning and highway legislation with developers on major developments to support the Council’s aims and objectives in delivering sustainable development proposals.
5. To provide expert professional advice to the Traffic Commissioner on Goods Vehicle Operating Licences and to represent the Council’s interests at hearings into the granting of such licences as may be required.
6. To ensure the Council’s legal obligations under the Highways Act 1980 (as amended) are discharged as may be determined by the Development Liaison Manager.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Professional Engineering qualification or  NVQ level 4 or  Equivalent qualification and experience | Related Continuing Professional Development record.  Membership of a relevant professional body or institute or working towards membership.  Incorporated Engineer.  Management Qualifications. |
| Experience and Knowledge | At least 3 years experience working within a transport and highway engineering environment and implementing associated procedures with experience of managing public interface at a senior level.  Experience of preparing and presenting detailed and technical reports.  Proven experience of developing and delivering key objectives in a service / function organisation.  Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community.  Experience of managing services and resources (person and finance) | Knowledge and understanding of Central and Local Government’s political direction.  Experience of working in partnership with private, public and voluntary sector organisations.  Private sector experience within the construction / building sector, along with experience |
| Ability and Skills | Ability to think strategically and provide evidence of developing and implementing innovative concepts to complex service challenges.  Ability to grasp and explain complex issues and deal sympathetically with sensitive issues.  Able to work under deadlines, delegate appropriately and have the ability to identify and manage demanding situations, individually and collectively.  Proven negotiations skills with colleagues, private, public, voluntary sector partners and community interests.  Excellent interpersonal skills and ability to communicate with a wide range of colleagues and stakeholders.  Committed to public service and to corporate and collegiate working across the Council demonstrating political awareness and judgement.  Ability to attend evening meetings.  Ability to travel to different locations is an essential requirement of this post and the applicant will need to demonstrate that this can be fully met. | Ability to work on inter-disciplinary teams.  Ability to lead project work and to participate on inter-disciplinary team working. |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. | Essential |