

**When potential
is unlocked,
talent *thrives***



West
Northamptonshire
Council

Job description and person specification

Highways Development Management Engineer – (Graduate)

Highways and Transport Service, 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'.



West
Northamptonshire
Council

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.

Purpose and impact

The Highways and Transport Team delivers essential statutory services that impact all residents of West Northamptonshire. We're responsible for maintaining a safe and effective road network, guiding the strategic development of transport infrastructure, and supporting public transport, active travel, and student travel services — all while considering legislation, budget limitations, and the sustainability agenda.

As part of our Highways Development Management function, you will contribute to protecting the integrity of the Council's highway network and improving local transport facilities through the planning process. This includes assessing planning applications, providing technical and engineering advice, coordinating highway adoption processes, and supporting infrastructure delivery.

The role plays a vital part in securing developer contributions to fund infrastructure that aligns with the Council's and Government's transport and planning strategies. You'll be supporting a key service area that is significantly funded through the income generated by the Development Liaison Team and will be expected to help maintain and maximise future income streams through effective delivery of services.

If you are passionate about influencing transport infrastructure and want to be part of a team making a lasting impact across West Northamptonshire — this is the role for you.

Launch Your Career in Highways Development Management

This is a fantastic opportunity to begin a career that shapes the way communities grow and move. We're looking for a motivated, analytical, and curious individual to join our Highways Development Management team at West Northamptonshire Council.

What You'll Learn

This job description outlines the primary responsibilities and scope of the Graduate Engineer – Highway Development Management role. While it reflects the main duties currently expected, it may be subject to review and adjustment in consultation with the post holder to adapt to evolving service needs.

Accountable to

You will work alongside and learn from three experienced Highways Development Management Engineers, while reporting to a Principal Engineer within the team. Over time, you will begin to take responsibility for your own caseload of development proposals across West Northamptonshire,

while continuing to report to the Principal Engineer and Highway Liaison Manager for professional guidance and support.

This structure is designed to help you build the technical competence and confidence required to develop into an independent, capable highways professional.

Responsibilities:

As a Graduate Highways Development Management Engineer, under supervision and guidance, you will be directly responsible for:

1. Assisting in the review of planning applications by assessing their impact on the public highway and preparing technical comments to support statutory consultations.
2. Conducting site visits to inspect development proposals and existing highway conditions, reporting findings clearly and accurately.
3. Supporting the technical audit of Section 278 and Section 38 submissions, checking design compliance against relevant highway standards and policies.
4. Assisting with the preparation and monitoring of legal agreements, including Section 106 contributions, by gathering relevant information and supporting negotiations with developers and council officers.
5. Helping to review Transport Assessments, Travel Plans, and access strategies by collecting data, running basic analyses using modelling tools (e.g., TRICS, ARCADY, PICADY, LINSIG), and summarising results under supervision.
6. Collaborating with colleagues, planners, developers, and external consultants to coordinate responses and resolve technical issues relating to highway design and development impacts.
7. Supporting the road adoption process by assisting in progressing infrastructure through technical checks and liaising with relevant parties.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. 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.

You will benefit from a structured programme of technical and professional development, including mentoring, on-the-job learning, and a personalised development plan.

Further Education and Career Support

As part of our commitment to your ongoing development, you will have access to structured training opportunities and specialist Development Management training courses to enhance your legal, technical, and planning knowledge.

We also offer support for further education, including tuition assistance and paid study time, to undertake a relevant Master's degree on either a day release or block release basis, depending on the course requirements and delivery method.

This is an excellent opportunity for a motivated graduate to gain hands-on experience in a fast-paced, multidisciplinary environment while continuing to advance their academic and professional qualifications.

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.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
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
Strong interest in infrastructure planning or transport engineering	Essential	A/I/P
Ability to work effectively in a team environment	Essential	A/I/P
Committed to public service and to corporate and collegiate working across the Council demonstrating political awareness and judgement.	Desirable	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 that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/I/P

Knowledge:	Essential / Desirable	Measured by
Knowledge and understanding of development management processes and relevant legislation, regulations and codes of practice.	Desirable	A/I/P
Experience of highway engineering and/or planning policies and the development plan process.	Desirable	A/I/P
Political awareness, knowledge, and understanding of Central and Local Government's political direction.	Desirable	A/I/P
Working knowledge of relevant Local Authority Committee processes.	Desirable	A/I/P

Relevant experience:	Essential / Desirable	Measured by
Understanding of planning or highway legislation	Desirable	A/I
Relevant experience in highways, planning or other related work	Desirable	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in Civil Engineering, Transport Planning, or related field	Essential	A
Commitment to professional development	Essential	A

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

Day-to-day in the role:

Hours:	37	Primary work base:	Northampton
Job family band:	TBC	Worker type:	Flexible
Budget responsibility:	N/A		
People management responsibility:	0		

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.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent thrives

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.

