**Job Description**

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| Job Title: Assistant Highway Development Management Engineer |
| POSCODE: CCC2809 |
| Grade: S02 |

**Overall purpose of the job**

To develop, promote and secure the County’s highway and transport objectives through the assessment of development proposals, providing professional and technical advice and support to local planning authorities, and identification and negotiation of developer funded highway infrastructure.

To promote, secure and manage the delivery of minor highway works within the existing highway network necessitated by new development through the technical and engineering assessment of developer design and construction submissions.

In addition, the role requires a strong ability to work with colleagues and partners to take responsibility for a seamless approach to service delivery and to facilitate effective coordination of projects and responses across teams.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Provide written representation to Local Planning Authorities, acting as a statutory consultee of the planning process (representative of the Local Highway Authority):**  Assess the transport and highway safety impact of development proposals (typically developments up to 25 dwellings or equivalent in other land uses) contained within planning applications and pre-application enquiries. The developments need to be reviewed in context of County Council’s strategic transport policy objectives, national guidance and Highway Development Management (HDM) good practice to secure appropriate outcomes that support the sustainable growth of the County.  Provide impartial, timely advice to District, City and County planning teams recommending suitable Conditions to be applied to planning permission, or justification for refusal, applying professional judgement in accordance with the principles of HDM to appropriately inform the Planning Authority decision making process.  Identify, negotiate and secure through the planning process off-site works necessitated by new development that require delivery via a Section 278 Agreement under the Highways Act 1980 |
|  | **Section 184 Applications:**  Review and authorise footway / verge crossover applications issued to the County under Section 184 of the Highway Act 1980, also known as dropped kerb applications. Liaise with applicants and their chosen contractor to ensure that crossovers are safe, easily maintainable by the Council, and comply with the County’s specification.  Apply independent judgement to determine where it may be appropriate or necessary to deviate from the County’s specification to respond to site specific constraints or circumstances. |
|  | **Project Manage Section 278 Agreements (site access works and minor off-site infrastructure delivery):**  Execute technical engineering assessment and approval of works within the existing highway, delivered by developers, to ensure that the design meets acceptable outcomes. Ensure that the needs of all users of the network are considered, especially the most vulnerable, and that any construction is suitably robust to minimise early maintenance intervention required.  Plan and manage the consultation and engagement of other specialist teams (e.g., street lighting, policy, road safety) in the project to facilitate seamless assessment and ensure response times are met.  Monitor and review works through to completion. |
|  | **Project Manage Section 38 Agreements (residential estate development):**  Assess and approve construction and drainage details of proposed estate road infrastructure (sites typically up to 25 dwellings) to ensure that the design and construction is to robust standards suitable for adoption as highways maintainable at public expense under Section 38 or Section 37 of the Highways Act 1980, whilst delivering residential estate development that has regard to the urban design agenda to raise the quality of the built environment.  Coordinate responses from other internal teams and work with legal advisors in drafting the Section 38 Agreements including advising on the recovery of fees.  With the support from Inspectors within the service, monitor and review works through the construction period through to adoption. |
|  | **Temporary Directional Signage:**  Review and authorise temporary directional signage applications issued by private developers.  Monitor and review applications in line with development build out rates, ensuring signs are removed from the highway network when construction work is complete, or that permissions are otherwise renewed annually.  Remove unauthorised signs from the highway network. |
|  | **Partnership / Joint Working:**  Develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, interest groups, developers and public realm providers.  Maintain a current awareness and up to date knowledge on all aspects of policy development and application at national, regional, County and District level. |
| 7. | **Demonstrate an awareness and understanding of equality, diversity and inclusion.** |
| 8. | **Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.** |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| HNC or equivalent work experience | Civil Engineering, Highway Engineering or Construction | Essential |
| Bachelor’s Degree | Civil Engineering, Highway Engineering or Construction | Desirable |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** | Basic knowledge of highway design, project management techniques, construction and drainage techniques. | Essential |
| General understanding of the Highways Act 1980, but with working knowledge of Sections 38, 184 and 278. | Essential |
| Understanding and experience of master planning new developments. | Desirable |
| Working knowledge of Construction Design and Management Regulations. | Desirable |
| Working knowledge of the Committee processes of both the County Council and District Councils. | Desirable |
| Understanding of legislation, policies and practices affecting transport and planning including the preparation of Local Plans, Neighbourhood Plans and Supplemental Planning Guidance. | Desirable |
| **Skills** | Ability to plan, manage and prioritise workload in order to meet deadlines. | Essential |
| Ability to work independently and as part of a team. | Essential |
| Good problem solving and decision-making skills. | Essential |
| Good customer awareness and sensitivity in consulting and dealing with the public. | Essential |
| Ability to communicate effectively in writing and verbally with developers, contractors and the public. | Essential |
| Comprehensive knowledge of and ability to use IT applications including Microsoft Word, Excel, Team and email. | Essential |
| Must demonstrate a creative and flexible approach to work. | Essential |
| Ability to negotiate with developers and contractors, defending the Council’s interests throughout. | Desirable |
| **Experience** | Experience with design, construction, evaluation or maintenance of highway infrastructure. | Essential |
| Experience with writing of formal correspondence, reports and instructions. | Essential |
| Experience of highway development management, from the perspective of the Local Highway Authority or the designer / developer. | Desirable |
| Experience with record keeping, financial management, document control, and quality assurance processes. | Desirable |
| Navigating politically sensitive topics, often with conflicting priorities. | Desirable |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Ability to travel. | Must have the ability to visit offices and sites, when necessary, where public transport is limited. Have the ability to visit and inspect sites which may have difficult access. | Essential |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | None | ~~Standard~~ |
| ~~Enhanced~~ | ~~Enhanced with barred list checks~~ |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | ~~Fixed~~ | Hybrid | ~~Field~~ | ~~Remote~~ | ~~Mobile~~ |