



Job Description and Person Specification

Job details

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| Job title: | Highway Adoption and Agreement Technician |
| Grade: | NCC Grade I |
| Reports to: | Development Liaison Manager |
| Responsible for: | - |
| Directorate and Service area: | Place & Economy, Highways & Waste |

Purpose of the job (why the job exists)

To prepare and process documentation for the adoption of highways constructed for new developments and works within highways including the instruction of legal, technical and site inspection colleagues, administration of the highway adoption process, issue of certification for the adoption of new roads and works to become publicly maintained highway.

Principal responsibilities (please make these concise and ideally no more than 8)

1. To provide technical support and advice to the Development Liaison Manager and senior Council management regarding the highway adoption and agreement process, status of roads within current developments proposed for adoption by the Council.
2. To prepare, administer, process and facilitate highway agreements including liaison with developers, consultants, the Council's legal representatives and other Council services in order to ensure the required procedures are followed to allow the adoption of new estate roads and / works within the highways.
3. To calculate the bond /financial security value of new sites and to instruct the Council's Legal representatives to serve Notices under the advance payments code procedure (under the Highways Act 1980) to protect the legal interests of the Council.
4. To instruct technical auditors to review technical submissions and the site inspection team to inspect the works to ensure technical and constructional compliance with the Council's standards.
5. To ensure compliance with highway agreements, carry out site visits as may be necessary and ensure that technical data and assets are provided by developers so that appropriate information is secured to enable the Highway Register to be updated as necessary and the information relating to the management of the highway asset is complete and up to date.
6. To issue certification, in liaison with the Development Liaison Manager, in accordance with the highway agreement or adoption mechanism for the adoption of roads to be maintained at the public expense.

7. To consider and respond to correspondence and enquiries from all parties and stakeholders with respect to the highway adoption process, status of roads within developments that are proposed for adoption and associated matters.
8. To collect, maintain, interpret and report on information and data, to produce performance indicators and to maintain administrative systems.

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



**North
Northamptonshire
Council**

Person Specification - Highway Adoption and Agreement Technician

| Attributes | Essential criteria | Desirable criteria |
|--|---|---|
| Education, Qualifications and Training | Educated to NVQ Level 3/A-Level standard or equivalent | NVQ Level 4 HNC/HND in Civil Engineering or equivalent qualification. |
| Experience and Knowledge | An understanding from experience of highway engineering drawings and technical details Demonstrable ability to understand and follow technical, legal and administrative procedures. Experience in preparing and presenting technical reports to senior managers. Experience of managing challenging workloads and customers. | Relevant experience of highway and / or planning policies and procedures and the highway adoption process |
| Ability and Skills | Ability to work on own initiative and apply creative and innovative thinking to projects, and emerging strategies. Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community. Committed to public service and to co-operate and collegiate working across the Council. Good written, verbal and numerical skills. | Political awareness and judgement. Ability to effectively manage meetings both internally management skills. |

| Attributes | Essential criteria | Desirable criteria |
|---------------------|---|--------------------|
| | <p>Ability to function as part of a team and to support colleagues as necessary.</p> <p>Ability to travel to different locations.</p> | |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. | |
| Additional Factors | | |