Job description and person specification

**Highway Agreements Technician**

Place and Economy 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.

# **Purpose and impact:**

To manage the process for new adoptable roads (Section 38 Agreements and the Advanced Payment Code), and for works on the highway constructed for new developments (Section 278 Agreements) under the Highways Act. Including working closely with developers and their consultants, managing the technical audit process and the legal agreement process (liaising with and instructing the Council’s legal representatives), and liaising with other teams delivering developer’s works on the highway

# **Accountable to:**

This role is accountable to the Principal Engineer, and sits within the Highway Agreements Team, part of the Place and Economy Directorate in West Northamptonshire Council.

# **Responsibilities:**

1. Administer and manage the Section 38 (S38) and Section 278 (S278) processes including assisting preparation of legal agreements
2. Processing APC Notices for serving by legal representatives and managing APC Exemption Agreements
3. Liaison and negotiation with developers, consultants and legal representatives
4. Calculation of bond, surety and commuted sums in support of legal processes
5. Instruct Technical Audits of S38 and S278 submissions
6. Instruct Site Inspectors to inspect works for technical compliance etc and issue practical completion and final certificates in accordance with the legal agreement
7. Maintain electronic records in relation to S38 and S278 works including all databases and mapping using Mapinfo GIS or equivalent
8. Coordinate with the Traffic Order Team any Traffic Regulation Order and Traffic Regulation Notices required to facilitate a proposal
9. Responding to customer enquiries from Councillors, Solicitors and Members of Public as appropriate, including providing copies of APC Notices and S38 Agreements
10. Contributing to the collection, collation and upkeep of management and business systems for the Team and providing the Principal Engineer and other managers with reports and statistics relating to road adoptions and highway agreements.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. 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.

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

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| **Skills and abilities:** | Essential / Desirable | Measured by |
| Excellent self-organisation and time management skills | Essential | A/T/I |
| Excellent communication skills with proven ability to build trusted relationships at all levels | Essential | A/I |
| Ability to achieve deadlines under pressure | Essential | A/I |
| Good written and verbal skills with the ability to gather and analyse technical information | Essential | A/T/I |
| Must be conscientious, self-motivated, with the ability to work with minimal supervision | Essential | A/I |
| Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | Essential | A/T/I |

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| **Knowledge:** | Essential / Desirable | Measured by |
| Problem solving and decision making | Essential | A/T/I |
| Data protection and retention of documents | Essential | A/T/I |

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| **Relevant experience:** | Essential / Desirable | Measured by |
| Experience of working on a variety of IT databases | Desirable | A/I |
| Experience of working within a Local Government Highways Department | Desirable | A/I |
| Experience in working in Highway Adoptions or Highway Agreements | Desirable | A/I |

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| **Education, training and work qualifications:** | Essential / Desirable | Measured by |
| Numerate and Literate to A-C in Maths and English GCSE Equivalent | Essential | A/T/I/D |
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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:**

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| **Hours:** | 37 | **Primary work base:** | Angel Square |
| **Job family band:** | RT5 | **Worker type:** | Part Flexible |
| **Salary range:** | £26,907 - £28,437 | **Budget responsibility:** | None |
| **People management responsibility:** | None |  |  |

**Working conditions & how we work:**

This role has been identified as a 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).

# **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.

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| **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”**

