

When potential is unlocked, talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Engineer - Highway Agreements

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.



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Purpose and impact:

To manage the process for new adoptable roads (Section 38 Agreements and the Advanced Payment Code), and 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. Manage the Advanced Payment Code (APC), Section 38 (S38) and Section 278 (S278) processes including preparation of legal agreements
2. Liaison and negotiation with developers, consultants, legal representatives and other WNC Highways teams in association with the APC, S38 and S278 processes, and responding to customer enquiries from MPs, Councillors and Members of Public as appropriate
3. Provide technical advice for Technical Audits of S38 and S278 submissions carried out under the WNC Highways Contract with Kier, and carry out technical audits where appropriate
4. Coordinate with, and carry out inspections as appropriate with Site Inspectors to inspect works for technical compliance etc and provide recommendations to issue practical completion and final certificates in accordance with the legal agreement
5. Provide advice related to the highway design of new planning applications and assist with policy development and changes to guidance documents eg. Commuted sums policy
6. Manage the maintenance of electronic records in relation to S38 and S278 works including all databases and mapping, ensuring income is maximised to ensure the WNC costs are covered, and providing the Principal Engineer and other managers with reports and statistics relating to road adoptions and highway agreements.
7. Managing the collection, collation and upkeep of management and business systems for the Team and providing managers with reports and statistics relating to road adoptions and highway agreements.
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.

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.

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	E	A,I,P
Ability to think strategically and provide evidence of developing and implementing innovative concepts to complex service challenges	E	A,I,P
Ability to grasp and explain complex issues to colleagues and the community and deal sympathetically with sensitive issues.	E	A,I,P
Able to work under deadlines and have the ability to identify and manage demanding situations, individually and collectively.	E	A,I,P
Ability to understand legal agreements used in relation to developments (Section 278/38 Highways Act 1980 and Section 106 Town and Country Planning Act 1990 (as amended).	E	A,I,P
Proven negotiations skills with colleagues, private, public, voluntary sector partners and community interests	E	A,I,P
Committed to public service and to corporate and collegiate working across the Council demonstrating political awareness and judgement.	E	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.	E	A/I/P

Knowledge:	Essential / Desirable	Measured by
Knowledge and understanding of development management processes and relevant legislation, regulations and codes of practice, highways design standards including Local Highway Authority guidance and DMRB.	E	A/I/P
Experience of highway design, construction and drainage techniques	E	A/I/P

Experience in preparing and presenting technical reports to senior managers	E	A/I/P
Political awareness, knowledge, and understanding of Central and Local Government's political direction.	E	A/I/P

Relevant experience:	Essential / Desirable	Measured by
Relevant experience in working on engineering design of highways for new development or to improve capacity/safety	E	A, I
Experience of the structure of Local Government and working with members.	E	A/I
Relevant experience in highways, planning or other related work	E	A/I
Experience of the structure of Local Government and working with members.	E	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
A Degree or HNC/HND or equivalent qualification in a related area	Essential	A, I
Relevant professional membership, or working towards membership e.g. Chartered or Incorporated Engineer	Desirable	A, I

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:

Hours:	37 hours per week	Primary work base:	One Angel Square
Job family band:	RT8	Worker type:	Part - flexible
Salary range:	£41,816 - £45,175	Budget responsibility:	No
People management responsibility:	Yes		

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.

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”

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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.

