WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

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.

West Northamptonshire Council

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 the Council's GIS
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. Undertake site visits and attend meetings as appropriate in relation to S38, S278 and other highway agreement matters, requiring travel to sites across the authority area, whilst complying with all health and safety procedures, risk assessments, and PPE requirements to ensure personal and public safety.
12. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. 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
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
Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	Essential	A/T/I

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

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

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
UK Driving Licence and access to a car	Essential	D

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	**Primary work base:**	Angel Square
Job family band:	RT5	**Worker type:**	Part Flexible
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.

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.

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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.

West Northamptonshire Council