

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Highways Development Liaison Manager

Highways and Transport - Place, Economy & Environment
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'.



West
Northamptonshire
Council

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:

The Highways and Transport Team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highway assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the County's duty to ensure the safe travel of eligible students to school.

The role leads the Highways Development Liaison Team, covering the Highways Development Management, Highway Adoptions and Highway Works Agreements functions. The post holder will be the Council's lead officer and technical expert on all aspects of highways development management including the provision of advice to the planning department and developers in respect of highways and transport on planning applications, from pre-application stage through to decision and delivery on the ground. This includes securing funding from developers, where appropriate, to support and deliver Council policies and strategies. The team also has a role to advise and input into policy development with respect to planning, highways and transport.

Accountable to:

This role is accountable to the Transport Strategy and Development Manager, and is responsible for the direct line management of three officers. The role sits within the Highways and Transport Service, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Act as the lead technical expert responsible for assessing and making recommendations on the transport and traffic related impacts of proposed developments going through the planning process and related activities; providing and commissioning expert advice; responding to complex queries; and advising and working pro-actively and collaboratively with internal and external stakeholders to bring forward growth in line with the objectives of the development plan and corporate objectives and priorities.
2. Manage the Development Liaison Team, including management of the team budget, securing service generated income and the motivation and retention of the staff therein.
3. Management of and accountability for the day-to-day operations of the team, including; considering planning applications and related documentation including transport assessments and detailed technical submissions to provide expert highway and engineering advice and reports; and effective delivery of Section 278 and 38 of the Highways Act processes and associated technical audits of developer funded highway works.

4. Support work to procure consultants to develop and carry out strategic traffic modelling exercises and be responsible for appointing consultants to support the assessment of individual planning applications, including in relation to junction and network modelling.
5. Work with planning teams to negotiate legal agreement matters on behalf of the Council transport services, provide expertise necessary to enable the Council to secure appropriate mitigation and site-specific requirements from developments, and prepare and present reports and evidence at committee meetings, hearings and inquiries on complex planning applications and planning appeals.
6. Develop and maintain operational and quality systems to manage projects, team performance, and customer service in relation to the Highway Authority's statutory role as a consultee in the Planning process, in order to provide timely advice and support to the Planning Service, and to ensure the timely implementation of highway works and construction projects.
7. Responsible for developing positive partnerships with the private sector, representing the council at regional forums, and developing and maintaining guidance documents advising on requirements for Transport Statements/Assessments, Travel Plans, Highway Agreements and developer-led highway works in order to support the efficient processing of applications and approvals.
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
Able to work under pressure, to meet tight deadlines, to prioritise a mixed caseload and to deliver high-quality responses in accordance with statutory deadlines.	E	I
Excellent verbal, written and numeracy skills. You can analyse complex data and provide solutions and recommendations to achieve appropriate outcomes.	E	I
Excellent interpersonal skills with the ability of communicating effectively at all levels and of presenting ideas on service issues to colleagues and the community.	E	I
Rational and innovative approach to problem solving and decision making.	E	I
Proven negotiation and influencing skills.	E	I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/I

Knowledge:	Essential / Desirable	Measured by
Expert knowledge and understanding of development management processes and relevant legislation, regulations and codes of practice.	E	I
Expert knowledge and understanding of Highway Agreements processes and relevant legislation, regulations and codes of practice.	E	I

Relevant experience:	Essential / Desirable	Measured by
Significant experience of negotiating and analysing Transport Statements and Assessments and of providing wider transport-related development control advice within the planning process, including negotiating related S106 obligations.	E	A, I
Significant experience of the technical review and approval of developer-led highway improvement schemes and of negotiating, managing and enforcing associated highway works agreements	E	A, I
Experience of the structure of Local Government and working with members.	E	A, I
Budget management experience.	E	A, I
Experience of managing a diverse workforce, with demonstrable ability to motivate, inspire and develop others to achieve high performance outcomes and positive working relationships and an open and flexible management style.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Professional Engineering qualification or Educated to Degree Level/NVQ 4 or equivalent	E	A
Membership of a relevant professional institution and/or demonstration of significant continuing professional development.	D	A

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 hrs / Week	Primary work base:	Northampton
Job family band:	RT10	Worker type:	Part-flexible
Salary range:	£49,709-£53,279	Budget responsibility:	c £2-2.5m / year
People management responsibility:	11		

Working conditions & how we work:

This role has been identified as a part-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). The post holder should be able to attend occasional evening meetings.

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"

When potential is unlocked, talent *thrives*

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.

