##### JOB DESCRIPTION

Job title: Assistant Development Liaison Engineer

Grade: £21,575 - £22,369

Reports to: Principal Development Liaison Engineer

Responsible for:

Directorate and Service area: Highways and Waste

**Purpose Of Post:**

To assist the Senior Development Liaison Engineer, Development Liaison Engineers and other senior staff in providing transportation and highway advice to the council’s planning teams in respect of development proposals and secure appropriate financial contributions and/or highway works.

The post holder will also be expected to provide and assist in the provision of professional highway, traffic and development control advice to the Council’s planning teams, MP’s, Councillors and other members of the Community.

**PRINCIPAL RESPONSIBILITIES**

1. To assist in the preparation and (within thresholds) issue statutory highway and transport related responses to planning application consultations and all that this entails including where appropriate, site visits, layout assessment and any other matters relating to the planning consultation process.
2. Supporting the Senior Development Liaison Engineer, Development Liaison Engineer and other senior staff in processing planning application consultations by logging them on to an appropriate database, spreadsheet and / or mapping systems, organising relevant information including website downloads, organising e-mails, calendars, printing (where necessary), some general filing duties, receiving and making telephone calls etc.
3. To arrange for technical audits of highway engineering works proposed as part of development proposals within North Northamptonshire in accordance with the Council’s procedures in liaison with Highway Adoption and Highway Agreement colleagues.
4. To provide and / or assist in the provision of impartial professional highway and traffic advice to relevant committees or groups and to represent Highway Services in consultations with MP’s, Councillors, Police and Community Groups and individuals, by providing high quality highways advice and responses to issues raised.
5. To assist in securing, in association with the Senior Development Liaison Engineer, Development Liaison Engineer and other senior staff, appropriate levels of infrastructure including where appropriate financial contributions from major developments to support the Council’s aims and objectives in delivering sustainable development.
6. To assist the Development Liaison Team and colleagues in monitoring and administering development related legal agreements ensuring that financial commitments and any other requirements placed upon developers and the Council are tracked.
7. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Council.
8. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
9. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

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

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| Post Title: | **Assistant Development Liaison Engineer** | |
| Grade | **Grade H / TBC** | |
| Service Area: | **Development Liaison**  **Highways and Waste** | |
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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| Education and Qualifications | * Educated to GCSE or equivalent standard in a numerate discipline. * An understanding of / previous experience of keyboards / computers | * HNC/HND in Civil Engineering or ONC Civil Engineering, with relevant work experience in highway works. * NVQ Level 3, T Level or equivalent * GNVQ or equivalent in Information Technology * Degree * Evidence of continual professional development, with a post school qualification |
| Experience and Knowledge | * Experience of successfully developing and achieving key objectives in a service. * Experience of using IT in a standard office environment. * Awareness of highway engineering and/or planning policies and the development plan process. * Ability to understand and follow technical, legal and administrative procedures. * Ability to prepare and present technical reports to senior managers * An understanding of how local government works and the major influences and challenges it faces. | * Familiar with highway design standards * Familiar with MapInfo or similar GIS systems. * Familiar with the principles of Transportation Assessments and their methodology * Ability to understand legal agreements required to facilitate new developments and the adoption of new roads. * Awareness of technical and safety audit requirements |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| Ability and Skills | * Ability to analyse and address complex issues, to work under pressure and deal with demanding situations. * Ability to work unsupervised and able to prioritise and manage own workload. * Excellent organisational skills with the ability to work accurately and under pressure * Excellent interpersonal skills with the ability of communicating effectively at all levels. * Excellent IT skills including Windows based packages, databases and multi-media packages * Ability to operate effectively within a political environment. * Good written, verbal and numerical skills * Ability to function as part of a team and to support colleagues as necessary. * Ability to travel to different locations is an essential requirement of the post as is the attendance of evening meetings as and when required. | * Political awareness and judgement * Ability to effectively manage meetings both internally or externally. * Ability to think and work at a strategic level, and understand the impact of decision making on communities and the environment |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs |  |