

<b>JOB DESCRIPTION</b>	
Job Title:	Highway Development Management Engineer
Directorate:	Place and Sustainability
Office:	Transport Strategy & Network Management
Service:	Highway Development Management (HDM)
Reports to:	Principal Highway Development Management Engineer
Grade:	P2
Hours:	37

### **JOB PURPOSE**

To develop, promote and secure the County's highway and transport objectives through the assessment of development proposals, providing professional and technical advice and support to local planning authorities, and identification and negotiation of developer funded highway infrastructure.

To promote, secure and manage the delivery and adoption of new estate road infrastructure and works within the existing highway network necessitated by new development through the technical and engineering assessment of developer design and construction submissions

In addition, the role requires a strong ability to work with colleagues and partners to take responsibility for a seamless approach to service delivery and to facilitate effective coordination of projects and responses across teams.

To support the Assistant Director: Transport Strategy & Network Management and other managers within Place & Sustainability in delivering the Council and Directorate's objectives through joined up service planning, community engagement and the flexible use of resources.

### **Main Accountabilities**

<b>1.</b>	<p><b>Assessment of Development Proposals</b></p> <p>Assess the transport and highway safety impact of development proposals contained within local plans, planning applications and pre-application enquiries against the County Council's strategic transport policy objectives, national guidance and HDM good practice to secure appropriate outcomes that support growth and the economy of the County.</p> <p>Provide impartial, timely advice to District, City and County planning teams recommending suitable Conditions to be applied to planning permission, or justification for refusal, applying professional judgement in accordance with the principles of HDM to appropriately inform the Planning Authority decision making process.</p> <p>Provide high quality professional advice and expertise to other officers, elected Members, developers and their representatives to facilitate customer focussed and effective solutions.</p> <p>Identify, negotiate and secure through the planning process off-site works or financial contributions necessitated by new development that require delivery via a Section 106 or Section 278 Agreement under the Highways Act 1980.</p>
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2.	<p><b>Representation and Communication</b></p> <p>Represent the County Council as Local Highway Authority (LHA) at public meetings, developer forum and Planning Authority committee meetings.</p> <p>Represent the County Council, or District Council when required as an expert witness on highway development management related matters at Local Plan Public Inquiries.</p> <p>In addition, represent the County Council as expert witness for the LHA at Planning Appeal Inquiries and Hearings.</p> <p>Prepare evidence, statements and proof of evidence for use and consideration of the Government Planning Inspectorate in respect of local plan and public inquiries, informal hearings and appeals dealt with by written representation.</p>
3.	<p><b>Sustainable Infrastructure</b></p> <p>Engage with district authority teams, private developers, architects and consultant engineers to promote and secure residential estate design that has regard to the social, planning and environmental agenda to raise the quality of the built environment.</p> <p>Promote and establish the adoption of a holistic approach towards residential estate design by contribution to interdisciplinary meetings, local planning authority and developer design guides, codes and development briefs.</p> <p>Support the Flood &amp; Water team to promote and establish appropriate sustainable highway surface water drainage within new development</p>
4.	<p><b>Project Management of Off-Site works</b></p> <p>Execute technical engineering assessment and approval of works within the existing highway that are to be delivered by a developer to ensure that the design meets acceptable outcomes having regard to the needs of all users of the network, especially the most vulnerable and the construction is suitably robust to minimise early maintenance intervention.</p> <p>Plan and manage the consultation and engagement of other disciplines in the project to facilitate seamless assessment and ensure response times are met.</p> <p>Issue comprehensive instructions to LGSS Law, reviewing Agreement through to completion and authorise sealing. For minor works, draft, complete and sign a Short Form 278 Agreement.</p> <p>Identify, quantify and secure the S278 Agreement Surety, the vetting and inspection fees together with commuted sums.</p> <p>Monitor and review works through to issue of both the Maintenance Certificate and Final Completion Certificate.</p>
5.	<p><b>Residential Estate Development</b></p> <p>Assess and approve layout, construction and drainage details of proposed estate road infrastructure to ensure that the design and construction is to robust standards suitable for adoption as highways maintainable at public expense under Section 38 or Section 37 of the Highways Act 1980, whilst delivering residential estate development that has regard to the urban design agenda to raise the quality of the built environment.</p> <p>Identify, quantify and secure the S38 Agreement Surety, the HDM vetting and inspection fees and commuted sums.</p> <p>Issue comprehensive instructions to LGSS Law, monitoring and reviewing through to completion and sealing</p>

	Monitor and review works through to issue of both the Maintenance Certificate and Final Completion Certificate.
<b>6.</b>	<p><b>Partnership / Joint Working</b></p> <p>Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, interest groups, developers and public realm providers.</p> <p>Ensure communities, businesses, Councillors, the media, partners and stakeholders are kept informed</p> <p>Work with other organisations, private sector, council colleagues and Members to ensure a seamless approach to strategic issues, service delivery and to facilitate effective coordination of projects and responses across teams.</p> <p>Maintain a current awareness and up to date knowledge on all aspects of policy development and application at national, regional, County and District level.</p> <p>The Place and Sustainability directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.</p>
<b>7.</b>	<p><b>Equal Opportunities</b></p> <p>Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>

<b>PERSON SPECIFICATION</b>	
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

#### **Essential**

- HNC or degree in Civil Engineering, or relevant discipline, or extensive relevant experience.

#### **Desirable**

- Degree in Civil Engineering
- Relevant professional membership, or working towards membership e.g. Chartered or Incorporated Engineer

### **Knowledge, Experience**

#### **Essential**

- Able to demonstrate wide experience of HDM and / or related highway discipline.
- Understanding of the links between land use planning and transport, including statutory planning processes.
- Experience of highway design, construction and drainage techniques.
- Experience of assessing the highway and transport implications of development schemes.
- Understanding of legislation, policies and practices affecting transport and planning including the preparation of Local Plans, Neighbourhood Plans and Supplemental Planning Guidance.
- Understanding and experience of master planning new development.
- Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

#### **Desirable**

- Understanding of private and public sector development roles and needs.
- Working knowledge of the Committee processes of both the County Council and District Councils.
- Working knowledge of Health & Safety legislation and CDM.

## **Skills and Abilities**

### **Essential**

- Ability to plan, manage and prioritise workload in order to meet deadlines
- Strong communications skills both written and verbal including persuading and influencing.
- Ability to work independently and as part of a team.
- Ability to work to deadlines.
- Good problem solving and decision-making skills.
- Well-developed customer awareness and sensitivity in consulting and dealing with the public.
- Political sensitivity and the ability to manage conflicting priorities.
- Excellent interpersonal skills and a robust attitude to driving progress.
- Strong commitment to public service.
- Comprehensive knowledge of and ability to use IT applications including Microsoft Word, Excel, Powerpoint and Internet / e-mail.
- Must demonstrate a creative and flexible approach to work.

### **Other**

#### **Essential**

- Have the ability to visit offices and sites, when necessary, where public transport is limited and / or may have difficult access.
- Flexibility to attend meetings out of normal hours when required.