

Northumberland County Council
JOB DESCRIPTION

Post Title: Highways Development Management Officer (Agreements)		Director/Service/Sector: Regeneration Commercial & Economy / Planning Services / Highways Development Management		Office Use
Band: 7		Workplace: County Hall, Morpeth and construction sites throughout Northumberland		JE ref: 3775 HRMS ref:
Responsible to: Principal Highways Development Management Officer		Date: January 2020	Manager Level:	
Job Purpose: To deliver the Highways Development Management process in respect of the implementation of highway construction works relating to new development, ensuring the seamless handling through the planning / development process from scheme design through to completion on site and adoption as highway maintainable at public expense, including work on legal agreements and Road Safety Audits.				
Resources	Staff	Shared day to day supervision of Highways Development Management Technicians, Highways Development Management Technical Support Officer and agency staff.		
	Finance	Shared responsibility for monitoring and managing budgets relating to income of fees derived from Agreements under S59, S38 and S278 of the 1980 Highways Act, together with expenditure against income. Calculating and securing Guarantee Bonds or other security supporting S38 and S278 Agreements. Invoicing, recording, monitoring developers in respect of fees due and, where necessary, pursuing unpaid fees.		
	Physical	Information Technology systems, road adoption files and records, technical drawings and specifications, sensitive data including legal contract documents and tenders. Measuring and recording equipment, cameras, laptops, electronic devices, mobile phones.		
	Clients	Members, developers, agents, contractors, public, solicitors, internal and external clients and organisations etc.		
Duties and key result areas: <ul style="list-style-type: none">• To provide an efficient, effective and joined up Highways Development Management process throughout the County.• To examine proposals for development in the context of current highway design standards and legislation and to negotiate revisions as required.• To negotiate and liaise with developers and agents to secure the satisfactory design of developments having regard to current policies and standards for layout and construction specification.• To negotiate with developers, agents and legal advisors to secure funding for mitigation associated with the adverse impact of developments on the highway, and to secure agreements for highway improvement schemes / extraordinary maintenance agreements under Section 59 of the 1980 Highways Act.• To liaise with and instruct developers and agents to ensure that design, technical appraisal and Road Safety Audit processes, requirements and specifications are complied with.• To provide professional advice, guidance notes, quality assurance process maps and associated documents and reports to developers, agents, consultants, solicitors, public and Elected Members to address their needs and requests, to safeguard interests and which meet Highway Authority requirements, local and national technical standards, CDM 2015 Regulations and relevant ISO quality standards.• To manage Agreements and highway adoptions under Section 38, 228 and 278 of the 1980 Highways Act, being accountable for procedures including evaluation and technical approval of complex drawings and specifications, Road Safety Audits, calculation of Guarantee Bond sums, commuted sums and fees due to the Highway Authority and issuing of certificates and notices.• To instruct Legal Services to issue draft Agreements under the 1980 Highways Act and to liaise regularly to progress and enable completion of the Agreements to include appropriate indemnities and sureties in order to protect and safeguard the position of the Council and public funding.• To inspect and monitor the undertaking of works subject of Agreements under the 1980 Highways Act in order to ensure compliance with design, specification and requirements of the Agreements including, where appropriate, Road Safety Audit procedures and thus protect and safeguard the interests of the Council and public.• To monitor developments to ensure that highway requirements are implemented in accordance with the planning decision notice.				

- To monitor budgets for individual schemes subject of Agreements under the 1980 Highways Act, being accountable for income against allocated budgets.
- To represent the Highway Authority at meetings and working groups with other Council Departments, developers, agents, public and Elected Members.
- To maintain appropriate work records to the appropriate service standards observing data protection, privacy and confidentiality requirements and procedures.
- To receive and respond to internal and external correspondence, complaints, telephone calls and enquiries.
- To assist in the training and supervision of junior staff.
- To undertake other duties and responsibilities consistent with the level, nature and grade of the post, as may be directed.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Full driving licence and access to car. Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion. Good physical mobility.
Working patterns:	Full time including occasional unsocial hours, including weekends and evenings.
Working conditions:	Office based but travel required. Ability to carry out site inspections around the County in all weather conditions.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Highways Development Management Officer (Agreements)	Director/Service/Sector: Regeneration Commercial & Economy / Planning Services / Highways Development Management	Ref: 3775
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>HNC or equivalent in Civil Engineering. Extensive knowledge of professional theory, practice and procedures associated with Planning and Highways Development Management. Comprehensive understanding of highway design standards and associated legislation. Awareness of current planning and highway law, regulations, policies, procedures and developments. Understanding of the relationship between costs, quality, customer care and performance. Evidence of professional study and continuous professional development.</p>	<p>Qualification at degree level in relevant subject.</p> <p>Understanding of the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Knowledge of CDM Regulations 2015.</p> <p>Knowledge of ISO 9001, ISO 14001 and OHSAS 18001</p>	
Experience		
<p>Recent experience in a relevant context and service. Experience in selecting and applying a range of professional methods, tools and techniques including monitoring scheme budgets and project management. Experience in engaging effectively and successfully with others and building productive partnerships. Data collection, analysis, monitoring, interpretation and reporting.</p>	<p>Minimum of five years experience of highway legislation and associated procedures.</p> <p>Experience of presenting highway matters, including technical evidence, to public audiences.</p>	
Skills and competencies		
<p>Advanced IT skills and an ability to effectively use IT to achieve work objectives. Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending on the audience. Numerate and skilled at analysing / reasoning with complex business related statistics. Persistence in applying a methodical approach to problem solving. Negotiation skills and ability to persuade others to an alternative point of view. Maintains a professional demeanour in stressful and difficult situations.</p>	<p>Advanced skills in Google and Microsoft applications.</p> <p>Experience in GIS and Oracle software.</p> <p>Financial and commercial awareness.</p> <p>In depth understanding of public sector practices.</p>	
Physical, mental, emotional and environmental demands		
<p>Ability to travel to meetings and visit sites. Able to work to tight deadlines under considerable pressure. Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration.</p>	<p>Stress of dealing with developers and members of the public in hostile and confrontational situations on the telephone, in meetings and on site.</p> <p>Dispute resolution.</p>	

Contact with public / clients, sometimes in dispute with the Council, with an ability to deal sympathetically and politely with difficult customers.		
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Helps managers to create a positive work culture in which divers, individual contributions and perspectives are valued. Proactive and objective orientated. Works with little direct supervision. Self motivated.		
Other		
The ability to drive and to meet the transport requirements of the post.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits