

Northumberland County Council

JOB DESCRIPTION

Post Title:	Principal Highways Development Management Officer	Director/Service Corporate Resources, Planning, Economy, Housing, Planning & Housing Services, Development & Delivery		Office Use
Band: 9		Workplace: County Hall, Morpeth		JE ref: 3018
Responsible to: Highways Development Manager		Date: August 2015	Lead & Man Induction:	HRMS ref:
Job Purpose: <ul style="list-style-type: none">• To provide management, supervision and co-ordination for a team of professional officers to assist in the delivery of an efficient, effective and customer focussed Highways Development Management function that priorities the delivery of sustainable development in accordance with the emerging Core Strategy and economic Strategy to meet corporate priorities.• To ensure that statutory consultation advice is provided to the Local Planning Authority within the appropriate timeframe.• To manage and administer the adoption of highway infrastructure within new developments in an effective and efficient manner that minimises risk to the Authority.• To be responsible for the provision of end-to-end Highways development management input to major developments, including work on Transport Assessments.				
Resources	Staff	Staff within the Highways Development Management Team, specifically professional and technical staff and student placements, also staff under external commissions		
	Finance	Allocated budgets and monitoring income and expenditure against forecasts. Procuring, assessing and managing contracts and service level agreements with contractors. Negotiating with developers and their agents to secure funding for highway improvements and mitigation involving contributions of up to approximately £1m in some cases.		
	Physical	Responsible for the collection, maintenance, analysis, evaluation, implementation and use of spatial planning data and systems Responsible for the physical resources used by the Highways development management team including work stations, IT hardware and software and equipment used on site inspections.		
	Clients	Responsible for the development and application of highways development management policies, strategies, procedures and services whose application has a significant impact upon service users. Dealing with the public, external and internal stakeholders and clients and elected members to deliver services.		
Duties and key result areas: <ol style="list-style-type: none">1. Manage staff within the Highways Development Management Team through an effective approach to performance management that ensures Team, Service, Group and corporate objectives are met, including the preparation of statutory responses to consultations on planning applications, involvement in the pre-application process and negotiation, development and monitoring of s278 and s38 agreements under the Highways Act.2. Provide professional and technical advice to Elected Members, Senior Managers and service users on matters of policy, regulations and practice relating to the Highways Development Management function and ensure that the Council complies with good practice, prevailing regulations and legislation.3. Continuously motivate the team and individuals by providing clear leadership, delegation and direction, always maintaining positive relationships with employees.4. Provide robust and effective end-to-end Highways development management input to schemes for major developments and other planning applications from pre-application stage through to implementation to deliver policy and corporate objectives in a consistent manner across Northumberland.5. Co-ordinate the provision of effective support and attendance from the Highways development management team at Planning Committees. Public meetings and Member site visits, as required.6. Prepare and present evidence to support the Council's case at appeals and public inquiries on highways issues, including acting as expert witness in planning appeals and presenting the Council's case at Public Inquiries and Hearings as required.7. Support and develop staff through appraisal, training and development programmes.8. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) to achieve the objectives set by senior managers. Maintain effective management and communication systems and processes within the Highways Development Management service and, in conjunction with senior colleagues and ensure that all staff are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.9. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations10. Procure, manage and monitor commissions associated with the functions of the Highways Development Management service11. Negotiating with developers and their agents to secure funding for highway improvements and mitigation associated with the adverse impact of proposed development schemes involving contributions of up to approximately £1m in some cases.				

12. Develop effective and constructive relationships with colleagues in Planning, Economy and Housing and other Council services and with external stakeholders and partners in order to promote effective partnership arrangements and promote and secure corporate ownership of the Development Management service to maximise the delivery of high quality services.
13. Develop and implement highways development management policy, procedures, delivery strategies, promotional techniques and effective communication to bring the Development Management service's business plans and objectives into effect and secure continuous improvement.
14. Ensure that the team deals with consultations on planning and other related applications in a manner that is consistent throughout Northumberland and complies with legislation, established procedures and policies.
15. Ensure that the Team contributes to the provision of an effective and efficient planning pre-application advice service which provides consistent, professional advice on highways matters to customers and value for money.
16. Ensure that the Highways development management team makes an effective contribution to the plans and strategies of other Council services and other sub-regional plans and strategies, in particular the Northumberland Local Plan and the updates of both the Sustainable Community Strategy and Economic Strategy.
17. Provide input, comment and advice as appropriate on national planning policy statements, regional strategies and plans, strategies and plans prepared by adjoining local planning authorities, internal council strategies and plans, major development proposals and planning applications and the council's monitoring and delivery functions.
18. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, committee and public meeting or training venues throughout the County, region and further afield on occasion.
Working patterns:	Normal office hours with flexi-hours, but includes frequent evening and some weekend working. Standby or call out arrangements may apply.
Working conditions:	Regular exposure to outdoor working. Work in high stress office environment with frequent and continual interruptions. Attendance at various public venues on behalf of the Highway Authority, in sometimes confrontational and hostile conditions.

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PERSON SPECIFICATION

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Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> Degree level or equivalent standard of general education. Relevant professional Civil Engineering qualification. C.Eng, I Eng, MICE, MIHT etc Management qualification: CMS, DMS Thorough understanding of relevant legislation, regulations and professional best practice. Knowledge and understanding of contemporary Highway, planning and transportation policy issues. Understanding of the Planning process Demonstrates an awareness and commitment to proactive customer care, performance and quality services Thorough understanding of contemporary issues within the service. Evidence of continuing professional development and ongoing personal development. 		<ul style="list-style-type: none"> Evidence of recent relevant management training 	a), (i), (r), (p)
Experience			
<ul style="list-style-type: none"> Recent and relevant post-qualification experience in a relevant context Recent extensive experience and consistent professional achievement within an organisation of comparable scope and complexity. Experience and a proven track in the delivery of development management within an organisation of comparable scope and complexity. Experience of resource management (human, physical and financial) within a comparable organisation. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. Experience in dealing with Transport Assessments and handling major developments and complex transport issues Experience in the management of change and of securing the support of others in the process. Comprehensive experience of resource management within a comparable organisation. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. Experience of successfully working with challenging client groups. 		<ul style="list-style-type: none"> A demonstrable track record of managing staff and delivering outcomes that require collaborative approaches both within the organisation and with external partners. 	a), (i), (r), (p)
Skills and competencies			

<ul style="list-style-type: none"> • Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture. • Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. • Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. • Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. • Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. • Well-developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Able to persuade others to an alternative point of view without necessarily causing unnecessary tension or conflict. • A corporate and collaborative commitment to tackling issues in a non-departmental manner • Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. • A corporate orientation and a commitment to tackling issues in a non-departmental manner. • Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. • Budgeting and financial management skills • Excellent written and verbal communication skills. • Financial and commercial awareness. • A corporate and collaborative commitment to tackling issues in a non-departmental manner. • Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. 	<ul style="list-style-type: none"> • Competent in skills transfer. • Well-developed IT skills and awareness. • Financial and commercial awareness. 	a), (i), (r), (p)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Usually works from a seated position with regular need to walk, bend or carry items. Periods of time on Development sites, and various client premises throughout the County, region and occasional national locations. • Need to maintain general awareness with lengthy periods of enhanced concentration, particularly during meetings, high level negotiations, Committees, public exhibitions and at Planning Appeals and other public forum. • Extensive contact with public/clients/Members on complex and often contentious issues.. 		(a), (i)
Motivation <ul style="list-style-type: none"> • A corporate orientation and a commitment to tackling issues in a non-departmental manner. • Dependable, reliable and keeps good time. • Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. • Models and encourages high standards of honesty, integrity, openness and respect for others. • Helps managers and staff to create a positive work culture in which diverse, individual contributions and perspectives are values. • Pro-active and achievement orientated. • Works with little direct supervision. • Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. 		
Other		
<ul style="list-style-type: none"> • The ability to drive and, as necessary, work unsocial working hours. 		

• The ability to meet the transport requirements of the post.		
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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