



JOB DESCRIPTION

**Form
JD1**

JOB TITLE: Principal Development Control Engineer (Adoptions)

POST NUMBER: 1100EUQ

REPORTS TO (Job Title):

Traffic & Highway Development Manager

DEPARTMENT: Network Management

GRADE: 10

JE REF:

4011
B01280

PANEL DATE:

08/05/2018

1. MAIN PURPOSE OF JOB

Manage the activities of the Highway Adoptions team, covering the full process of adoption of new roads within the City, including associated highway improvements connected with developments.

The key purpose being to audit and ensure that new development generated highway infrastructure in the City is designed and built in accordance with council requirements and appropriate standards.

2. CORE RESPONSIBILITIES, TASKS & DUTIES:

i Consider and assess Technical Submissions (s38, s278, s62) submitted for major developments in the City, to ensure that new highway infrastructure is capable of being adopted. Prepare advice in respect of highway designs and required modifications in order to ameliorate impacts and secure robust highway infrastructure, consistent with the council's specifications and transport policy.

ii Provide detailed guidance and advice to departmental senior management, Members of the Planning Committee, other officers and the general public on the possible implications of the proposals.

iii With particular reference to large scale development schemes, agree the content of Technical Submissions. Subsequently negotiate with developers and consultants any changes considered necessary to achieve a highway layout suitable for adoption, which may include supplementary reports such as road safety audits. Such to be undertaken in conjunction with the Principal Development Control Engineer (Planning), collectively securing changes necessary to achieve highway layouts/specifications suitable for adoption.

iv	To prepare detailed instructions to the Council's legal officers to allow the preparation of legal agreements associated with the construction of new roads or improvements to existing highways.
v	To calculate fees and other financial obligations connected with proposed developments and to ensure that the correct level of income is received, and the Council's interests are protected
vi	To manage the adoptions team, including work allocation, recording and monitoring of progress, including coordination of site based reports and collating all performance management information relative to the portfolio of highway adoption. This including a detailed register of current developments in order that reports can be readily produced to illustrate the level of income secured and the progress achieved.
vii	The postholder will represent the Directorate at public meetings, Parish Council meetings, Ward Committees and other public forums (out of hours where necessary, as directed by the needs of service delivery) with regard to the full range of highway adoption matters.
viii	Manage all customer enquiries and complaints concerning highway development control, road adoption and highway status enquiries.
ix	To develop and promote new ideas and initiatives in discussions with developers in order to promote the Council's objective of securing the timely adoption of new infrastructure whilst minimising future liabilities.
x	Assist the Traffic and Highway Development Manager with the preparation and updating of guidance notes and relevant policies concerning Highway Development and Adoption.
xi	Ensure that the responses given by officers within the Adoptions team in relation to development proposals comply with the strategies, policies and practices of the Authority.
xii	Responsibility for the recruitment, selection, development and guidance of officers within the Adoptions team (in conjunction with the Traffic and Highway Development Manager).
xiii	To a lead in the establishment, operation and review of a forum which engages on a regular basis with the development community, with the objectives of achieving best practise, high quality and robust highway development/adoption outcomes.
xiv	To lead on and provide responses and reports with regards to any Private Streetworks requests/expressions of interest, i.e. requests from property owners living on a street maintained at private expense; applying the councils policy and highway legislation accordingly.

	xv	The postholder will deputise for the Traffic & Highway Development Manager in regard to his or her duties, as required by the Head of Transport.
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No. reporting - Direct: 4 Indirect:</p> <p>2 x Adoptions Engineer Adoptions Inspector Highways Inspector</p> <p>The post holder is directly responsible for the management and supervision of 4 members of staff, who are engineering/technical officers, and all are undertaking work related to that of the postholder. This responsibility includes carrying out performance reviews, setting priorities, allocating and supervising work, and, in conjunction with the Traffic & Highways Development Manager, dealing with disciplinary and grievance issues.</p>	
4.	<p>CREATIVITY & INNOVATION</p> <p>The postholder will be required to show a high level of creativity on a regular basis to achieve solutions to highway adoption issues presented by developers. Although guidance is available through government publications and legislation, together with the Authority's own Highway Design Guide, the postholder will need to use their discretion in interpreting the guidance and will often need to produce innovative solutions which will allow the development to proceed.</p> <p>For example, the preparation of an alternative street design which will ensure that the speed of traffic is appropriate for the local environment and not result in future issues and complaints. In addition to minimising ongoing maintenance liability for the Council.</p> <p>Be able to adapt innovative thinking and solutions to accommodate a diverse range of needs and problems on a daily basis. Whilst guidelines exist, the nature of working in an historic City means that the extent to which changes to the roads and streets can be made is often limited. Theoretical or 'ideal' solutions are seldom appropriate and 'out of the box' thinking is frequently needed to overcome these challenges. For example an absence of parking spaces on a site could result in an unacceptable displacement elsewhere. The postholder will need to generate some ideas such that the pressure on parking can be managed.</p> <p>An ability to source information (particularly best practice from other local authorities or national guidance) as well as reference this to highway adoption matters is required. This will include a range of</p>	

	<p>sources covering a broad range of issues from street design, highway specifications, traffic signalling design, traffic management techniques, through to sustainable travel methods and parking management. This could stimulate a review or refreshment of guidance, standards or policy used within the Council on highway and adoption matters and as required by line management and the workplan, the postholder will take the lead in pursuing such matters.</p> <p>Due to the nature of the highway network in York and the requirement to continually adapt this resource to increasing demands, there is a requirement for well thought out yet prompt responses. The postholder has to be able to demonstrate his or her own initiative through decision making and negotiation with the applicant for the development.</p>
<p>5.</p>	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal • External <p>The postholder will be required, on a daily basis, to work closely with Council officers from both within the Directorate and other Council Departments. In addition they will have regular contact with Elected Members and represent the Highway Authority at Planning Committees where major development proposals are being considered, giving advice as required. Daily contact will also involve external partners, including developers, their consultants, and the general public. Such contact will be both verbal and written, with the majority being direct.</p> <p>The contact will be aimed at providing technical highways advice and guidance, and to offer solutions to specific problems. In addition this will regularly include the need to set out the reasons why a tendered highway layout/specification is not acceptable to the Highway Authority. The postholder will need to relay this directly, both in person and through written communication to development companies and their professional representatives. Such contact will often require the postholder to negotiate in order to find acceptable solutions. Finding a suitable compromise is often necessary to protect the interests of the Highway Authority whilst still achieving the developers intent and this requires an ability to negotiate and persuade and/ or convince the promoting client or representatives as to the advantages to be gained. For example, changes to schemes will sometimes require increased financial and time investment; therefore the Council's position must be relayed both clearly and precisely.</p> <p>Work can often be of a confidential and sensitive nature that is not within the public domain. Furthermore the outcome of negotiations can have significant implications both for the client and the Authority and</p>

	therefore the ability to work with tact, diplomacy and sensitivity is essential. Such contact can take place in a high pressure environment and may lead to significant disruption of planned work in the office.
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<p>6.</p>	<p>DECISIONS – discretion & consequences</p> <p>Discretion:</p> <p>The postholder will have substantial discretion (subject to the guidelines referred to previously) as to the acceptability of highway adoption submissions and to the extent of works which may be. The postholder will be fully accountable for their advice, recommendations and decisions to senior management and to Members of the Planning Committee.</p> <p>The postholder will be required to make direct decisions regarding the planning and prioritisation of their work, and that of their team, taking into account conflicting demands and timescales.</p> <p>Consequences:</p> <p>The advice given by the postholder can have a major impact on the future performance of the adoptable highway infrastructure and may influence the future specifications of other developments. The long term financial benefit to the Council from securing robust designs and specifications can be considerable (for example; ensuring that the construction depth for a particular highway properly accounts for the variation in ground conditions, will ensure that future liability is minimised)</p> <p>Delivery of a prompt service or response on planning applications will ensure that internal management indicators are being met and ultimately this is a factor in judging the performance of the Council with respect to its town and country planning target.</p>				
<p>7.</p>	<p>RESOURCES – financial & equipment <i>(Not budget, and <u>not</u> including desktop equipment.)</i></p> <table border="0"> <thead> <tr> <th data-bbox="331 1406 496 1442"><u>Description</u></th> <th data-bbox="1054 1406 1142 1442"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1451 1318 1594">The postholder has no direct accountability for any financial or physical resources other than normal office equipment for example cameras, surveying equipment, laptop, together with personal safety equipment. Value up to £1000 at any time.</td> <td></td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	The postholder has no direct accountability for any financial or physical resources other than normal office equipment for example cameras, surveying equipment, laptop, together with personal safety equipment. Value up to £1000 at any time.	
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<p>8.</p>	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <p>The job requires working to specific deadlines over a variety of schemes which are ever present and a constant feature of the post. The postholder will be subject to constant interruptions either by phone, e-mail or in person, adding to their workload. They will be required to manage their time so as to respond positively to these interruptions whilst still delivering existing workloads to the required</p>				

	<p>deadlines. For example a high profile scheme may suddenly come forward for which an expeditious Highway Authority view is required. This would need to be prioritised in advance of an agreed work programme and the implications reviewed.</p> <p>Physical demands</p> <p>Work is generally undertaken within the confines of a normal office environment however the postholder will be required to undertake regular site visits and attend site meetings as necessary. The postholder must be able to walk at least a mile during all weather conditions.</p> <p>Working conditions</p> <p>Normal working conditions are those of an office environment but site visits will be necessary as frequently as several times a week. Visits can be necessary to live building sites or locations where highway improvements are being undertaken.</p> <p>Work context</p> <p>An integral feature of the post is the direct contact, both face to face and by telephone with members of the public, such as neighbours objecting to construction activities generated by a new site, or indeed developers who have received a refusal of their technical submission. In certain circumstances, such contact can be highly emotional and the postholder will need to employ considerable tact and sensitivity in order to diffuse the situation.</p> <p>Site work can involve working on or adjacent to both busy and high speed roads or in adverse weather conditions, therefore a degree of risk is present and the postholder must be aware of the actions required to minimise these risks.</p>
<p>9.</p>	<p>KNOWLEDGE & SKILLS</p> <p>The postholder will have an appropriate qualification at degree level or similar within the field of Highway Adoption: Development Control/Highway Construction/Traffic Engineering and be able to demonstrate a thorough knowledge of all aspects of the role, including the following:</p> <ul style="list-style-type: none"> • A proven level of experience in Highway Development/Control/Highway Adoption/Highway Construction/Traffic Engineering, or other appropriate and comparable discipline. • Experience in managing a team of professional and technical officers in Development Control/Highway Adoption/Highway Construction/Traffic Engineering • Experience in developing and implementing leading edge traffic management and highway adoption policies.

- A detailed knowledge of highway law with particular reference to the adoption of roads and necessary process and legal agreements.
- A thorough understanding of the Highways Act 1980, Road Traffic Acts, Traffic Regulation Acts and other regulations concerning traffic management, the use of the Highway, Development Control legislation and procedures.
- Experience of working in a Local Government environment at a level where regular contact with senior management, Members and the general public has been a regular feature.
- Ability to apply sound engineering principles to reach agreement through negotiation and persuasion of changes considered necessary in highway adoption proposals
- Experience in the review and interpretation of road safety audits
- A thorough knowledge of the contents, clauses and obligations included within s38 (and similar) highways agreements and experience in issuing instructions to solicitors in that respect.
- A self-motivated individual who has excellent interpersonal skills, leadership skills and a proven ability to work successfully within a multi-disciplinary environment. They shall be able to demonstrate a range of specialised knowledge and possess the necessary management skills to ensure the efficient and effective operation of the team.
- Excellent organisational skills and having ability to maintain accurate and detailed records of drawings, reports, correspondence and associated legal agreements for future examination.

Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C2 -
 Mastery or proficiency - Can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it. Can understand with ease virtually everything heard or read.

10. Position of Job in Organisation Structure

