

Job Description		
Title Senior Development Control Officer	Service Group Environment and Resources	Post Ref
Job Purpose Providing the Highway Authority's highway advice on Planning Applications to the Local Planning Authorities for Development Control purposes. Providing administrative and technical support to protect the Highway Authority's interests in respect of policies, legal agreements, licences and highway records and inventories. Supervision of the above activities.		
Key Responsibilities		Key Accountabilities
<ol style="list-style-type: none"> 1. Making highway observations on Planning Applications referred to the County Council by the Local Planning Authorities. 2. Providing Development Control advice on pre-planning applications, Local Development documents and similar enquiries. 3. To supervise, oversee and provide advice to Development Control officers in the team. 4. Attending meetings in connection with Development Control and other highway related matters, with Local Planning Authority staff, the public, developers, utilities and other stakeholders. 5. Liaising with other staff within the Division and the Department, and with the police and emergency services as necessary in respect of Development Control and other highway matters. 6. Preparing and giving evidence at Public Inquiries. 7. To provide detailed technical advice in respect of County Council's requirements of transport assessments in support of development 		<ol style="list-style-type: none"> 1. For the accuracy of the work undertaken even when under pressure. 2. To ensure that work is carried out in accordance with County Council policies, procedures and standards which are determined by government guidance and statute. 3. Working efficiently and effectively. 4. Dealing confidently and diplomatically with the public and others. 5. Keeping clear and concise records, producing plans and drawings, compose letters, reports and briefings, and able to communicate effectively both orally and in writing. 6. Working with the minimum amount of supervision. 7. Being able to carry out observations, surveys and

proposals.

8. Assist in the administrative, financial, technical, legal and checking duties concerning, Private Street Works, Section 278 / 106 and Section 38 Agreements, the issue and granting of licences affecting the highway including trading from the highway and HGV Operators' Licences.
9. Assist with the administrative, financial and technical duties concerning permanent road closures.
10. Provide advice, implement procedures and maintain records / inventories concerning the Highway Authority's responsibilities / duties, including highway improvements, search enquiries, highway boundaries, adoptions, Private Street Works, improvement lines, New Streets Orders and ITC contributions.
11. Preparation of reports as appropriate.
12. To negotiate highway improvements and financial contributions to mitigate any adverse impacts of development proposals and to secure those improvements and/or developer contributions through the appropriate legal agreements. In addition negotiating where appropriate commuted maintenance payments.
13. To manage the construction of development related highway schemes, infrastructure and new streets to ensure compliance with relevant design standards and specifications. Including where appropriate the adoption as public highway of any new infrastructure using the appropriate adoption procedures.
14. To prepare and present evidence at planning inquiries and legal hearings

inspections on and adjacent to live carriageways and over uneven terrain.

8. Being able to work collaboratively across organisational boundaries to solve problems and meet common objectives.
9. Keeping a clean and current driving licence.
10. Being able to negotiate effectively.

as an expert witness to defend the interests of the highway authority.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Relevant HND/HNC (or equivalent), or 5 GCSE grade A-C including Maths and English (or equivalent) with at least 5 years directly related experience.
2. Extensive legal and policy requirements relating to highways.
3. Extensive knowledge of Highway Development Control procedures and practices in a Local Authority environment.
4. Working knowledge of MS Word and Excel, GIS, email and the internet.
5. In depth working knowledge of TRICS – the industry’s national data base for trip generation.
6. Familiarity with reading and interpretation of plans and specifications.

Personal skills and general competencies

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Experience

1. 5 years or more experience in Highways Development Control.
2. Experience in dealing with the public, Councillors and others on highway related matters.
3. Highway engineering experience.

Role Dimensions

1. Processing highway comments for up to approximately 600 planning applications per annum. Processing of up to 150 S38 / 106 / 278 agreements per annum.
2. Negotiating S106 Developer Contributions and agreeing commuted sums for future maintenance costs involved with highway infrastructure proposals required by new developments.
3. Ensuring that the correct levels of income are obtained in terms of S38 and S278 fees, S106 Developer Contributions and commuted maintenance payments (in total this can be in excess of £250,000 per year in any one Local Planning Authority area).
4. Support and contribute to teams elsewhere in the division to suit fluctuations in the workload.
5. Supervision of staff delivering the Highways Development Control function in at least one of the Local Planning Authority areas.

Please attach a structure chart