



<b>Title</b> Principal Development Control Officer (Countywide)	<b>Department</b> Environment and Resources	<b>Post Ref.</b>
<b>Job Purpose</b> To manage the delivery of the highways development control function in at least one of the Local Planning Authority areas.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To safeguard the interests of the Highway Authority through the Highway Development Control process from the pre-application enquiry stage, through to the granting of planning consent and then managing the delivery of resulting highway improvements and infrastructure.</li><li>2. To advise Local Planning Authorities and others about the transportation aspects of development proposals which are likely to have a significant impact on highway and/or transportation systems. This advice is in respect of the full range of Highway Development Control i.e. pre-application enquiries, planning applications and Local Development Documents.</li><li>3. To manage, oversee and provide advice to the Development Control officers and assistants within the team.</li><li>4. To provide detailed technical advice in respect of the County Council's requirements for Transport Assessments in support of development proposals.</li><li>5. To check and approve Transport Assessments in association with other County Council officers to ensure that they accord with current Government and County Council policy.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. For the accuracy of the work undertaken even when under pressure.</li><li>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.</li><li>3. Working efficiently and effectively.</li><li>4. Dealing confidently and diplomatically with the public and others.</li><li>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.</li><li>6. Being motivated and able to work reliably and responsibly without continuous supervision.</li><li>7. Being able to carry out observations, surveys and inspections on and adjacent to live carriageways and over uneven terrain.</li></ol>	

6. 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.
7. 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.
8. To prepare and present evidence at planning inquiries and legal hearings as an expert witness to defend the interests of the highway authority.
9. To assist with the formation of policies, standards and guidance, as required.
10. To maintain accurate records, files and systems.
11. To keep up to date with current legislation and good practice.
12. To prepare and deliver training about all aspects of Highway Development Control to people of varying experience including Development Control officers and assistants.

8. Being able to work collaboratively across organisational boundaries to solve problems and meet common objectives.
9. Keep a clean and current driving licence.
10. Being able to negotiate effectively.
11. Being able to analyse and interpret technical specifications and issues.
12. Being able to represent the highway authority effectively in meetings and at public inquiries.
13. Being able to organise and forward plan.

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

Tier 6 – Senior Practitioners

**Person Specification**

**Education and Knowledge**

1. Chartered and/or Incorporated Engineer status, or equivalent.
2. Extensive knowledge of highway and planning legislation.
3. Knowledge of Highway Development Control policies, standards and procedures.
4. Computer literate with a knowledge of Highway Development Control related software i.e. TRICS.

**Experience**

11. Broad experience in the field of Transportation, particularly in the area of Highway Development Control or other related subjects.
12. A minimum of 5 years post qualification experience in Highway Development Control and/or other suitable Transport / Highway Engineering related discipline.

**Personal skills and general competencies**

5. Sets an excellent example of customer care for other staff.
6. Effectively sets direction for a team providing motivation for all to deliver high performance.
7. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
8. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
9. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
10. Takes an active role in managing risk, health and safety and safeguarding issues.

**Role Dimensions**

13. To manage the delivery of the Highways Development Control function in at least one of the Local Planning Authority areas. To safeguard the interests of the County Council as Highway Authority by ensuring that any new development can be accommodated within the existing highway network in a safe and proper manner.
14. 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).
15. To be responsible for staff delivering the Highways Development Control function in at least one of the Local Planning Authority area.
16. Support and contribute to teams elsewhere in the division to suit fluctuations in the workload.

*Please attach a structure chart*

Date

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