

Title Team Manager - Highway Development Control	Department Place	Post Ref.
<p>Job Purpose To manage a team of front line/operational/technical or professional staff to meet the required service standards, in line with the service plan and associated standards within the Highways Development Control Service. To manage the County Council's highway development control team in accordance with statutory requirements laid down by the Town and Country Planning Act, ensuring that appropriate responses are made to Local Planning Authorities. Also, to ensure that suitable legal agreements are negotiated with developers to provide for the adoption of new highways and improvements to mitigate adverse impacts of developments in the County, and consequently to safeguard the interests of the Highway Authority. To act as lead development control officer for the authority at public inquiries, court appearances and as necessary to protect the Council's interests.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Responsible for the Council's highways development control function for all developments across the county. 2. To manage and support a team of 14 permanent staff (including 7 Principal Officers) and occasional agency staff, located in County Hall and Sherwood Energy Village within budget (approx. £650K pa.). 3. To manage the formulation of highways development control policy, standards and guidance in line with national legislation and guidance. 4. To support the Council Plan 2017 – 2021 and any subsequent plans. 5. To advise, guide, assist and instruct the Council, Local Planning Authorities, developers and their consultants in respect of all highway matters related to developments. 6. To manage and ensure that responses to approximately 3000 planning applications per annum are submitted within legislated national timescales. 7. To ensure that responses to planning applications are consistent across the team and are made in accordance with national 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Specified service targets within agreed resources 2. Effective supervision of staff to secure high levels of performance and operation within budgetary constraints. 3. Highway Development Control policy reflects and supports national legislation and policies 4. Council Plan objectives and outcomes understood and incorporated into Highway Development Control. 5. The work and requirements of Highway Development Control are understood and appreciated by third parties. 6. Response times are recorded, reviewed, actioned and reported as necessary. 	

guidelines set out in the NPPF and locally within the Nottinghamshire Highway Design Guide.

8. To ensure that where evidenced, developers are required to deliver/fund via the planning system, appropriate highway and transportation improvements through relevant works and/or contributions through Section 106. Such contributions may be as much as £2M per development.
9. To negotiate and mediate in the best overall interests of the Council with developers and their consultants in situations where agreement cannot be reached through normal process.
10. To calculate and negotiate fees and associated payments required as part of legal agreements for the formal adoption of new highways constructed by developers. Average annual fee income is in the region of £1.5 to £2m.
11. To instigate, manage and co-ordinate the necessary legal and technical procedures across the Council and its partners required to enable developers to enter into legal agreements for the construction and adoption of new highway.
12. To represent the County Council at Public Inquiries and legal proceedings.
13. To assist in developing the transport strategies, policies and programmes of the Council.
14. To input transport comments to the development of the Local Plans and Neighbourhood Plans.
15. To respond to consultation on major national changes to planning and development control e.g. developer contributions, housing and retail development policy.
16. To develop and enhance relationships between the County Council and Local Planning Authorities, developers and their consultants and within the County Council itself.

7. Ensure that the team are aware of and work within the required legislation and guidance through review and scrutiny taking appropriate remedial action when necessary and in line with applicable Council policies.
8. Maximising developer contributions.
9. Bringing about amicable and successful conclusions.
10. Maximising income.
11. Effective delivery of required procedures.
12. Successful representation of the Councils views and stance on matters.
13. Required support provided.
14. Required input provided in accordance with timescales and policy requirements.
15. Responses provided in accordance with timescales and policy requirements.
16. High levels of reputation with LPAs, developers and consultants.
17. Full reasoned and detailed response to complaints given.

17.To investigate and respond to external complaints related to service delivery.	18. Alert the Group Manager of issues that could affect performance
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Evidence of continuous professional development. 2. Knowledge and understanding of the main issues affecting the service area. 3. Extensive Knowledge of customer Service standards and procedures. 4. A detailed knowledge of the principles and practice of people, performance, risk and service management. 5. Knowledge of the principles and practice of: <ul style="list-style-type: none"> ● effective people management; ● excellent customer service; ● appropriate risk management; ● budget management (where budgetary responsibility is devolved to the team manager) 6. Chartered Engineer, or similar with at least 5 years' experience in highway development control. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. Can demonstrate the abilities to lead the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues. 2. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels. 3. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues 4. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.
---	---

Tier 5 – Team Manager

7. A clear understanding of processes relating to the planning and development for retail, business and residential proposals and the associated policy, design and standards required for transport infrastructure.
8. Knowledge of National, District and County Council policies relating to development frameworks, the planning system and its application.
9. Knowledge and understanding of applicable highways and planning legislation as well as of case law and precedence regarding development of transportation schemes.
10. Ability to investigate and respond to complaints regarding service delivery

Experience

1. Minimum 5 years' experience within the service area
2. Experience of planning and organising team work or co-ordinating complex activities
3. Experience of planning and organising team work or co-ordinating complex activities.
4. Experience of statutory planning processes, compulsory purchase orders, Local transport Plan and government procedures relating to major and minor transport schemes.
5. Experience of negotiating at the highest level with senior representatives from other organisations, politicians and developers.
- 2.

Role Dimensions

1. Responsible for a team of 16 comprising of 14 direct reports and a further 2 professional, technical and support staff.
2. The responsibility for all county development control (highways) matters.

Tier 5 – Team Manager

3. Securing bonds and advance payments valued at hundreds of thousands of pounds per year depending upon what development takes place in that year to guarantee development completion.
4. Securing development contributions of typically between £1m and £2m per major development depending upon the level of development and impact on the highway and transportation network.
5. To manage and support a team of 14 permanent staff (including 7 Principal Officers) and occasional agency staff, located in County Hall and Sherwood Energy Village within budget (approx. £650K pa.)
6. Maintaining a county-wide presence at 2 locations and liaison with District Councils on all highway implications of developments

Please attach a structure chart

Date June 2020

Tier 5 – Team Manager