

Job Specification

Job Title:

Group Engineer Highway Development Management / Transport Initiatives / Section 38 / Section 278

Grade: G12

Job Evaluation Code: GS5830

Reporting to:

Service Manager Planning & Transportation

Manager's Grade:

POJ

Location: Wakefield One

Service Area:

Planning and Transportation

Service Directorate:

Regeneration & Economic Growth

Work style: As part of our transformation programme "Worksmart" the Council has introduced 4 work styles: Workplace Based, Flexible, Mobile and Home Based.

*The work style(s) for this job is/are

- Workplace based
- Flexible

Overall Purpose of the Post:

To lead, manage and be accountable for the Highway Development Control / Transportation Studies / S38 / S278 teams and to ensure they make the maximum contribution to the regeneration of Wakefield and the achievement of a sustainable district.

To support the Service Director in developing and delivering the corporate vision, values and priorities of the Council to ensure effective service delivery is commissioned in line with defined priorities and available resources.

To be a "Wakefield Manager" in providing strategic leadership on the regeneration of the district,

Build positive relationships with a range of stakeholders and partners, to promote the interests of the Council in delivering transportation projects

To support and advise the elected members of the Council as the accountable representatives of the public and in particular service the Planning and Highways committee

Requirements for the Post		
	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Educated to degree standard in Civil Engineering or can demonstrate the equivalent level of theoretical, technical and procedural knowledge • Diploma in Management Studies or other relevant management qualification or can demonstrate the equivalent level of knowledge 	<ul style="list-style-type: none"> • Appropriate qualification to professional body (IEng)
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge and understanding of the key legislation relevant to the functioning of the section • A thorough understanding of transport policies, funding regimes and current developments and issues within these areas • Extensive knowledge of procedures relating to Sickness policy, Training, Grievance and Discipline • Knowledge and understanding of complex budget management and control • Detailed knowledge of Health, Safety and Welfare 	<ul style="list-style-type: none"> • Understanding of the planning process and Highway Development Control procedures • Demonstrates a high level of understanding of national and local planning policies • Understanding of computer software applicable to Transportation practices (TRICS, AutoCad, PICADY etc) • Theoretical knowledge across the whole specialist area
Experience	<ul style="list-style-type: none"> • Extensive background experience in Highway Development Control / Transportation / Traffic / S38 / S278 • Relevant background experience in a civil engineering field • Recent relevant management experience within the service industry with proven ability to contribute at senior level at a time of organisational change • Extensive experience in Highways Development Management, including negotiating Section 106 agreements, assessing the transport impact of major / complex developments • Extensive experience of attending appeals and public inquiries as lead witness • Experience in Highway S38 road adoption procedures • Extensive experience of managing a team of professional / technical staff • Extensive experience of dealing with local authority officers and councillors, developers and other stakeholders in the planning process • Extensive experience in developing and maintaining 	<ul style="list-style-type: none"> • Track record of implementing service initiatives • Membership of a senior management team • Formulating risk logs and implementing appropriate controls to safe guard the authorities reputation – contractual, financial, legal and environmental

	<p>effective working relationships with partners and other external / internal bodies</p> <ul style="list-style-type: none"> • Experience in budget management and the ability to understand and manage budgetary and other financial information and processes • A demonstrable track record of leading, motivating and managing teams and / or programmes to achieve significant, sustainable service improvements and outstanding results 	
Physical Skills	<ul style="list-style-type: none"> • Knowledge of highways development control and S38 IT systems / procedures • Good working knowledge of MS Office programmes and graphics software • Full Driving licence • Willing to adjust hours to meet the requirements of the job and to attend evening meetings 	
Competencies and other skills required	<ul style="list-style-type: none"> • An ability to act corporately and work effectively across organisational boundaries • An ability to think, act and plan strategically and develop practical and creative solutions to strategic issues • An ability to build positive relationships with Members, partners and stakeholders • Capacity for creative thought, initiative, innovation and highly developed analysis relating to varied and complex information, broad area of policy and long term strategy. • Ability to demonstrate personal qualities of strong leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy and negotiating skills • Application of a range of Performance Management Strategies • Ability to assist in the formulation of service strategies and business plans • To ensure that all employees understand the vision for the Service, reasons for change and are well prepared and resourced to enact them effectively • Ability to work as part of a team and to contribute effectively to the achievement of wider service and corporate objectives and policies • Ability to develop and maintain effective relationships with partners and other external bodies and use these relationships to continually improve service delivery and promote the community of Wakefield • Ability to develop and promote innovative and creative solutions to the challenges facing the services 	

	<ul style="list-style-type: none"> • Ability to achieve and maintain effective personal and team work performance, including several concurrent projects and deadlines • Ability to prepare consultant briefs and manage external consultants • Ability to create, promote and maintain an culture of open communication between staff and management which support the identification and introduction of more effective ways of delivering the service and fulfil the Council's commitment to improvement • Ability to develop and maintain positive relationships with elected members, colleagues, trade unions and outside agencies on contentious, sensitive or complex issues. Attending conferences and meetings as required • Ability to work corporately with other managers in the Council to achieve the Council's vision • Effective consultative and negotiation skills • The proven ability to be an astute negotiator and with the ability to influence others through the use of appropriate interpersonal skills to gain acceptance of a desired position • Ability to express information, ideas and proposals effectively in a clear and concise manner • Must be able to deal sensitively with the public in difficult / confrontational situations • The ability to forward plan and review plans to reflect the changing nature of the service and local community and government legislation • Project management of budget delivery • Financial management skills • Able to think quickly and rationally to deal effectively with unforeseen factors affecting service delivery • Ability to deal with employment related issues resilience, tact and diplomacy 	
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Key Outcomes /Activities

a) **GENERAL DUTIES AND RESPONSIBILITIES:**

1. To lead, co-ordinate, manage and be accountable for the Highway Development Management/ Transport Initiatives / Section 38 / Section 278 Group ensuring effective management of resources and budgets.
2. To take responsibility for specific projects or on-going areas of work within Planning and Transportation and provide professional advice, including preparing and presenting reports, briefings, presentations and attending meetings.
3. To be responsible for keeping colleagues and management well informed so that work is co-ordinated and integrated across the Service.

4. To be responsible for Service budgets relating to the Highway Development Management/ Transport Initiatives / Section 38 / Section 278 in association with the Service Manager, ensuring delivery of the Section 38 budget to support development, and ensuring Section 106 contributions are secured and used to deliver highway schemes.
5. To advise DMT, Members and the Council on all relevant issues, prepare reports for, and attend Management Team meetings, Cabinet Member Briefings, Council Committees etc. as appropriate.
6. To ensure good communication between Members, community representatives, members of the public and other services, to ensure the highest standards of service are met, complaints investigated, and the image of the Council promoted and enhanced.
7. To assess and consider professional, technical and legislative documents and ensure dissemination / compliance across the Service.
8. To establish and maintain effective working relationships between management, employees and trade unions.
9. To ensure all policies, practices, legislation and codes of conduct are adhered to, including those relating to customer care, equality issues, data protection, communications and health and safety.
10. To ensure that auditable systems and procedures are in place and adhere to and apply legislation, Council standing orders, codes of conduct and all relevant policies.
11. To apply all appropriate and relevant health and safety procedures, and communicate and advise other staff, where necessary, of their responsibilities.
12. To assist in keeping the Service risk register up-to-date and managing the implementation of identified actions at reducing risks.
13. To manage performance and undertake monitoring of key performance indicators relating to the Group, including corporate health indicators and e-government targets.
14. To undertake and ensure all relevant staff appraisals are undertaken and support the effective development of staff to ensure individuals achieve their maximum potential contribution, including by developing flexible working across the Group and across professional boundaries.
15. To recruit appropriate staff to the Service in accordance with Council procedures including those relating to equal opportunities.
16. To manage sickness absence in accordance with the Council's procedure.
17. At the discretion of the Head of Service (or nominated officer), such other activities as may from time to time be agreed consistent with the nature of the job described above.

b) SPECIFIC DUTIES

1. To lead, manage and ensure proper supervision of Highway Development Management / Transport Initiatives and Section 38 / Section 278 staff, setting priorities, giving policy, technical and managerial guidance on a day to day basis in relation to planning applications and appeal issues, pre-application matters, Section 38 / Section 278 schemes and related procedures, ensuring all necessary works, improvements and legal agreements required for a development to take place are identified and secured.
2. To be responsible for assessing and providing advice on the highway implications of planning applications, particularly sensitive or major applications, and to negotiate community benefits through legal agreements in line with Council policies, where appropriate.
3. To lead on developing and securing innovative, practical transport initiatives to deliver transport infrastructure to support sustainable economic and housing growth, engaging with developers and Regeneration, Strategic Housing, Planning, Transportation and Highways Services.
4. To develop and review policies in respect of Highway Development Management / Transport Initiatives and Section 38/ Section 278 matters.
5. To investigate complaints into HGV Operators Licence contravention and report cases to North Eastern Traffic Area for action. Represent the Service and Council at Public Inquiries

6. To provide highway information and evidence to support the Council's Local Development Framework and other planning and development programmes.
7. To lead, motivate, train and empower staff to achieve the Council's objectives and fulfil the Council's statutory duties.
8. To be accountable for effectively, efficiently managing and monitoring Highway revenue / capital / Section 106 / commuted sums budgets, in association with the Service Manager.
9. To work with and support internal / external customers, develop service level agreements and actively promote the Service to help secure future workloads and income.
10. To be a catalyst in setting Team goals and targets, taking into account of the needs and requirements of other parts of Planning, Transportation and Highways Services.
11. To manage staff, including the setting of priorities and their achievement, monitoring staff behaviour and acting on concerns and ensure that the training and development needs of the Team's staff are met through performance management, including the performance appraisal and competency development scheme.
12. To liaise with other teams to ensure that developer monies are monitored and spent within the required timescales and that works required of major developments fit with the overall programme for delivery of highway works and schemes. Ensure that account is taken of the developer monies and how this might impact on negotiations.
13. To manage change effectively and creatively; respond to complex and changing situations by use of creative problem solving and bring new thinking, delivery mechanisms and solutions to the Council.
14. To be the Council's expert highways witness at planning appeals / public inquiries and represent the Council at public meetings.
15. To attend Committees and briefings with elected Members as required, making recommendations on the highway implications of development proposals.
16. To champion customer focus; listen to and communicate effectively with citizens, customers and stakeholders. Promote co-operation across the Council and maintain a focus on customers and service equality.
17. To implement relevant legislation, statutory instruments, technical instructions and ensure information and guidance are kept up to date.
18. To deputise for the Service Manager as required.

Responsibility for Resources

Employees (Supervision):

1 x Senior Engineer Highway Development Management / Transport Initiatives
 2 x Section 38/ Section 278 Engineers
 1.x Graduate/Engineer
 1 x Technical/ Administration Officer
 Agency / consultancy staff (as required)
 Apprentices (as required)

Financial:

Responsible for the day-to-day management of the team budget provision, in association with the Service Manager, who has overall responsibility for the budget (£200k)
 Responsible for the day-to-day management of the S38 / S278 budget provision, in association with the Service Manager, who has overall responsibility for the budget (£1million)
 Lead responsibility for securing S106 monies and developer contributions to schemes (£1million)
 Lead responsibility for day-to-day management of commuted sums budgets (£800k)
 Lead responsibility for securing funding streams for scheme development (£5million +)

Physical:

The post holder's main responsibility for physical resources is for printed and / or computer information, including access to confidential and sensitive information.

The post holder also provides advice and guidance on policy and regulations and / or statutory requirements and this involves the interpretation of these regulations or requirements to meet specific circumstances. There are potential repercussions as a result of flawed or wrong advice.

Decisions made by the post holder have a direct effect into the regeneration of the district.

Customers and Clients:

Developers and their agents, Planning and Highways consultants, members of the public, Councillors, internal and external technical staff

Working Conditions:

Need to undertake site visits, expected to attend meetings, present items at Planning & Highways Committee, present evidence at local hearings and public inquiries

Planning applications can often be contentious and can result in the post holder being subjected to extensive pressure and abuse from irate customers

Characteristics of the post:

Requires co-ordination of teamwork across professional boundaries and working in partnership within and outside the Council.

Requires working with elected representatives and national, regional and local agencies, community groups, consultants, developers and members of the public.

Requires some evening and weekend work.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure

Date completed: March 2013, updated April 2016