

## Job Description

<b>Department:</b>	Place & Economy
<b>Division/Section:</b>	Peterborough Highway Services
<b>Job Title:</b>	Technical Officer (Engineering)
<b>Post No:</b>	003042
<b>Grade:</b>	7
<b>Reports to:</b>	Principal Engineer (Highway Control)
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     A[Principal Engineer (Highway Control)] --&gt; B[Technical Officer (Engineering)]             </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	<p><b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<b>Line Management responsibility for:</b>	<p>No. of direct reports: 0</p> <p>No. of indirect reports: 0</p>
<b>Size of budget:</b>	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) Nil for both
<b>Job Purpose:</b>	Contribute to the overall delivery of the services Highway Control Team provides when dealing with transport aspects of development proposals including new highway infrastructure.

**Main Duties and Responsibilities:**

<ol style="list-style-type: none"> <li>1. Receive initial enquiries relating to new highway infrastructure proposals under S38 and S278 of the Highways Act 1980 and issue appropriate form and guidance notes. Undertake initial evaluation of technical content of all applications for new highway infrastructure proposals under S38 and S278 of the Highways Act 1980. Deal with all necessary correspondence with applicants up to stage 1 level in the process including raising invoice for part 1 of agreement fee (and send follow up letters if necessary). Once initial fee received then hand over file to allocated case officer for detailed technical vetting. Once technical vetting completed raise invoice for part 2 of agreement fee (and send follow up letters if necessary) and issue legal instructions on behalf of Highway Control Team Manager. (35%)</li> <li>2. Receive initial enquiries relating to Heavy Vehicle Crossing proposals under Section 184 of the Highways Act 1980 and issue appropriate form, guidance notes and construction details. Assist with initial evaluation of application and raise invoice for initial fee (and send follow up letters if necessary). Once initial fee received then hand over file to allocated Engineer for detailed vetting. Once detailed vetting complete (if appropriate) raise invoice for final fee (and send follow up letters if necessary). (10%)</li> <li>3. Register all incoming Planning Applications, Pre-Planning Enquiries and reconsultations. (10%)</li> <li>4. Monitor any incomplete long-standing Road Adoption Agreements under Section 38 and Section 278 Agreements of the Highways Act 1980 and together with the Senior Engineer (Implementation) proactively pursue developers to complete the Agreement and adoption process. (10%)</li> <li>5. Ensure all paperwork for the team is filed in a timely manner. (15%)</li> <li>6. Assist the Highway Control Team Manager with monthly budget control reports by monitoring income and provide regular update reports. (2%)</li> <li>7. Receive and evaluate applications for temporary signage to new residential developments against Section 7 Part III (Temporary &amp; Emergency Directional Signs) “Traffic Signs Regulations and General Directions 2016”. Determine if the proposals are acceptable from the highway safety point of view and comply with relevant legislation. Approve and/or reject proposals accordingly. (5%)</li> <li>8. Once a new highway has been adopted send notification to all relevant parties and update highway records to show newly adopted highway. (5%)</li> <li>9. Provide absence cover for post 003089 in respect of Local Land Charge Searches and general highway status enquiries. (1%)</li> <li>10. Be aware of; current Structure Plan, Local Plan and Local Transport Plan and any other relevant documents. (1%)</li> <li>11. Deal promptly and efficiently with enquiries and correspondence. (5%)</li> <li>12. Maintain and develop; IT systems to record and monitor incoming and ongoing casework, update information and produce reports as and when required. Maintain and develop non-IT local filing and information systems. (1%)</li> </ol>	<p><b>Generic Responsibilities:</b></p> <p>To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p>
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	The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: 01/08/19**

**COMPLETED BY: Julie Smith**

Version: 2	Date Issued: November 2018	Review Date: November 2019
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## Person Specification

**JOB TITLE:**

**Technical Officer  
(Engineering)**

**GRADE: 7**

**HOURS 37**

**DIVISION:  
Peterborough  
Highway Services**

**DATE: 01/08/19**

**POST NO: 003042**

**DEPARTMENT:  
Place & Economy**

**DIRECTOR:  
Steve Cox**

**COMPLETED BY:** Julie Smith

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>E1.1 Familiarity with basic highway construction techniques (A) (I) (W)</p> <p>E1.2 Awareness of basic highways development control principles (A) (I) (W)</p>	<p>D1.1 Knowledge of Local Government structures, practice and procedures. (A) (I)</p> <p>D1.2 Familiarity with the operation of Sections 38, 184 and 278 of the Highways Act 1980 (A) (I)</p>
<b>SKILLS &amp; ABILITIES</b>	<p>E2.1 Effective verbal, personal and written communication skills with colleagues, customers and Members in English. (A) (I)</p> <p>E2.2 Ability to read and interpret technical drawings and map based information.(A)(I)(W)</p> <p>E2.3 Ability to work effectively as a team member and/or on own initiative with minimum of supervision. (A) (I)</p> <p>E2.4 Effective organisational skills including prioritising work in order to meet deadlines. (A) (I)</p> <p>E2.5 Ability to work under pressure. (A) (I)</p>	<p>D2.1 Ability to utilise MS Access (A) (I)</p> <p>D2.2 Ability to capture and manipulate digital mapping data (A) (I)</p>

<b>EXPERIENCE</b>	E3.1 Experience of successfully providing a technical service that is outcome focussed. (A) (I) E3.2 Experience of Microsoft Word and Excel software. (A) (I)	D3.1 Highways development control experience (A) (I) D3.2 Experience of using a digital mapping system (A) (I) D3.3 Experience of evaluating technical submissions. (A) (I)
<b>QUALIFICATIONS</b>	E4.1 GCSE in English, Mathematics.(A) (C)	
<b>PERSONAL CIRCUMSTANCES</b>	E4.1 Full current UK/EU driving licence (A) (I) E4.2 Vehicle available for use with business insurance (I)	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(A) Application / Interview, (P) Presentation, (W) Written Test.]*

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