

## Job Description

<b>Department:</b>	Place & Economy
<b>Division/Section:</b>	Peterborough Highway Services
<b>Job Title:</b>	Senior Engineer (Development)
<b>Post No:</b>	003092
<b>Grade:</b>	10-11
<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[Senior Engineer (Development)]     B --&gt; C[Engineer (Development)]         </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 2 No. of indirect reports: 0
<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>	To deliver transportation aspects of development control, as Local Highway Authority responsibilities dictate.

## Main Duties and Responsibilities:

1. Provide advice, as a representative of the Local Highway Authority, to the Head of Planning, in response to statutory consultations in respect of planning applications for new development. This may include evaluation of Transport Assessments and/or Travel Plans, negotiating developer contributions and assessing highway infrastructure requirements under S106 Agreement.
2. Provide advice, as a representative of the Local Highway Authority, to the Head of Planning in response to statutory consultations in respect of pre-application planning enquiries for potential new development. This may include evaluation of Transport Assessments and/or Travel Plans, negotiating developer contributions and assessing highway infrastructure requirements under S106 Agreement.
3. Undertake the detailed technical assessment of development related highway works proposed for agreements under Section 38 and Section 278 of the Highways Act 1980.
4. Commission relevant legal agreements in respect of new highway infrastructure works.
5. Prepare briefs and commission work as required from the Council's term consultants.
6. Lead as required in the collective assessment of major development proposals in order to enable comprehensive responses to be given to the Head of Planning.
7. Prepare statements of evidence in respect of transportation aspects of planning appeals.
8. Give evidence at planning appeal public inquiries and informal hearings as an expert witness on behalf of the Local Highway Authority.
9. Be conversant with Structure Plan, Local Plan and Local Transport Plan.
10. Be conversant with current planning and highway guidance and Highways Act 1980.
11. Represent the Council on transportation matters as may be required at meetings with the public, developers, agents, Councillors, Parish Councils, other local organisations and external bodies.
12. Provide timely responses to all statutory and discretionary consultations received.
13. Deal promptly and efficiently with enquiries and correspondence.
14. Assist in the development of IT applications for improved service delivery.
15. Provide advice on highway matters as and when required.
16. Be familiar with Council's procedures.
17. Provide support, including on the job training to the Engineers and supervision of temporarily or shared employees within the Section.
18. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
19. To comply with all Health & Safety at work requirements as laid down by the employer.

### At Grade 10

You will have obtained a BTEC National Certificate in Civil Engineering and have a minimum of 3 years experience in development control or similar. You will be operating with occasional direction, guidance and supervision from others including your line manager. You will be capable of dealing with various types of planning consultations and pre-application enquiries including some complex and large developments, for instance up to 500 dwellings, offering detailed and meaningful comments. Your comments will include anything that the developer needs to be aware of such as requirements for later adoption or the need for off-site highway works, such as repositioned street furniture, which you will be fully aware from the site visit. You will be successful, with the support of the manager, in negotiating and

influencing decisions for the benefit of the Local Highway Authority. You will be pragmatic and helpful in your approach to achieve a successful solution for all concerned. You will be capable of dealing with any Section 38 and/or Section 278 application under the Highways Act 1980, with occasional assistance, carrying out vetting through to technical approval. Your responses will be fully detailed such that any re-submission is likely to receive technical approval. You will have excellent record keeping skills, an excellent customer service record and all deadlines will have been met within the last year. You will be capable of attending the Planning & Environmental Protection Committee to represent the Local Highway Authority on your applications, but with assistance from a Senior. You will be capable of attending any informal hearings and public inquiries with a colleague to represent the Local Highway Authority.

At Grade 11

You will have obtained a BTEC National Certificate in Civil Engineering and have a minimum of 5 years experience working in the field of development control or similar. You will be operating with very limited direction, guidance and supervision from others including your line manager. You will be capable of dealing with any complexity, size and nature of planning consultation including pre-application enquiries, offering detailed and meaningful comments. Your comments will include anything that the developer needs to be aware of such as requirements for later adoption or the need for off-site highway works, such as repositioned street furniture, which you will be fully aware from the site visit. You will be successful in negotiating and influencing decisions for the benefit of the Local Highway Authority. You will be pragmatic and helpful in your approach to achieve a successful solution for all concerned. You will be fully capable of dealing with any Section 38 and/or Section 278 application under the Highways Act 1980, carrying out vetting through to technical approval. Your responses will be fully detailed such that any re-submission is likely to receive technical approval. You will have excellent record keeping skills, an excellent customer service record and all deadlines will have been met within the last year. You will be capable of attending the Planning & Environmental Protection Committee to represent the Local Highway Authority on both yours and others applications. You will be capable of attending any informal hearings and public inquiries to represent the Local Highway Authority.

**Generic Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

**Flexibility Clause:**

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.

**Variation Clause:**

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.

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.

**DATE: 01/08/19**

**COMPLETED BY: Julie Smith**

**Person Specification**

**JOB TITLE:**  
 Senior Engineer  
 (Development)

**POST NO:** 003092

**GRADE:** 10 - 11

**DEPARTMENT:**  
 Place & Economy

**HOURS** 37

**DIVISION:**  
 Peterborough  
 Highway Services

**DIRECTOR:**  
 Steve Cox

**DATE:** 01/08/19

**COMPLETED BY:** Julie Smith

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	E1.1 Sound knowledge of all aspects of transport elements of development control. (AI,W) E1.2 Knowledge of planning guidance and highway guidance DMRB, Manual for Streets and other relevant documents. (AI)	D1.1 Knowledge of the use of traffic or transport planning models. (AI)
<b>SKILLS &amp; ABILITIES</b>	E2.1 Proven work experience of problem solving and achieving objectives. (AI) E2.2 Well developed communication skills - both oral and written. In particular good negotiating skills. (AI) E2.3 Ability to work within and across organisations. (AI) E2.4 Ability to analyse issues / problems on site, identify options available and advise planners/ developers / contractors accordingly. (AI) E2.5 Ability to communicate both orally and in writing in a balanced, clear and authoritative way. (AI,W) E2.6 Ability to work in a pressured environment and be able to prioritise workload. (AI) E2.7 Ability to stimulate innovation and encourage creativity in others. (AI)	

	E2.8 Ability to train and develop staff. (A) (I)	
<b>EXPERIENCE</b>	<p>E3.1 Substantial experience in all aspects of development control with particular emphasis upon the application of urban design principles. (AI,W)</p> <p>E3.2 Experience of carrying out or assessing Transport Assessments. (AI)</p> <p>E3.3 Experience of preparing evidence for and presenting the transport case at planning inquiries. (AI)</p> <p>E3.4 Experience of negotiating transport related elements of Planning Obligation Agreements under S106 of the Town &amp; Country Planning Act 1990. (AI)</p>	<p>D3.1 Experience of vetting Section 38 / 278 proposals submitted by developers. (AI)</p> <p>D3.2 Experience of inspecting highway works subject to future adoption. (AI)</p>
<b>QUALIFICATIONS</b>	<p>E6.1 BTEC National Certificate in Civil Engineering or equivalent experience. (AI)</p> <p>E6.2 Hold a current U K driving licence. (AI)</p>	<p>D6.1 Educated to HNC / HND level or equivalent in Civil Engineering or other relevant discipline. (AI)</p> <p>D6.2 Member of the Institution of Civil Engineers, an Incorporated Engineer, or Member of Institution of Highways &amp; Transportation. (AI)</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Ability to work evenings if required. (AI)</p> <p>Ability to provide a suitable vehicle insured for business use. (AI)</p> <p>Ability to work outside in inclement weather conditions. (AI)</p>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (AI)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (AI)	

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

Version: 2	Date Issued: November 2018	Review Date: November 2019
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