

Job Description

Department: Growth & Regeneration

Division/Section: Peterborough Highway Services – Highway Control Team

Job Title: **Principal Engineer (Highway Control)**

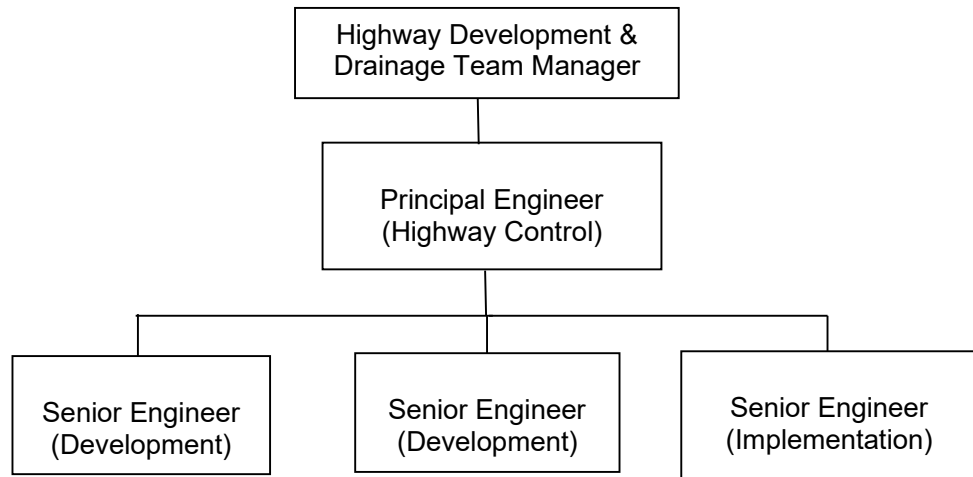
Post No: 010486

Grade: 12

Reports to: Highway Control Team Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Basic Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 3

No. of indirect reports: 6

Size of budget:

Accountable: £nil

Accounting: £nil

- state whether *accountable* for (i.e. budget holder) or *accounting* for (e.g. monitoring)

Job Purpose: To lead a team in carrying out the duties of development control including providing statutory planning consultations, technical vetting, inspections and adoption of development related highway works under Section 38, 184 & 278 of the Highways Act 1980.

Main Duties and Responsibilities:

1. Provide a comprehensive response, as a representative of the Local Highway Authority, to the Planning Service in response to statutory consultations in respect of planning applications and Pre-planning enquiries for new development. This will include evaluation of Transport Assessments and/or Travel Plans, negotiating developer contributions and assessing highway infrastructure requirements under a S106 Agreement. A proactive approach will be essential in finding solutions to assist with the Council's Growth Agenda. (10%)
2. Take the lead role for major developments whilst mentoring and supervising others on pre-application enquiries and planning application consultations. Allocate and monitor performance of others in both quantity and quality for all consultations. (5%)
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 with a view to offering technical approval in a timely manner. (10%)
4. To be the lead senior officer and advise colleagues on matters relating to the technical vetting, approval, inspection, adoption and maintenance of drainage and SuDs elements of developer led highway schemes submitted under S38/278 of the Highways Act 1980.(5%)
5. To work as part of the team ensuring that Peterborough meets its requirements under the Flood and Water Management Act 2010 and the Highways Act 1980.(5%)
6. To work closely alongside other officers and teams within Planning, Transport and Engineering to ensure that the SuDS process works smoothly right through from approval of drainage applications, to the adoption and ongoing maintenance of the systems by PCC. (4%)
7. To lead and co-ordinate the vetting, inspection and adoption of development related highway works under Section 38 and Section 278 of the Highways Act 1980. This includes serving notice and undertaking enforcement action where works have not been carried out in line with formal agreements. (10%)
8. To mentor, train, supervise and monitor all colleagues with respect to carrying out technical vetting under Section 38 and Section 278 of the Highways Act 1980 to ensure that a comprehensive and timely response is provided. Constant monitoring of technical vetting will need to be carried out to ensure an excellent quality and fully detailed response is always provided. (5%)
9. Inspect highway works in relation to Section 184/38/278 of the Highways Act 1980. Ensure formal adoption of new highway works or existing highway works. (5%)
10. Provide advice on implementation, construction and adoption of new, and improvement of existing highway works relating to development including inspection and approval. Where necessary give consideration and approval to temporary traffic management proposals. (5%)
11. Assist the drainage team with the review of developer led sustainable drainage systems. (2%)
12. Lead, or assign appropriate staff to lead, on delivering the transportation elements of major development sites in Peterborough arising from the Growth Agenda, e.g. committed developments including North Westgate, Paston Reserve, Stanground South, Hampton Leys, Hempsted, Great Haddon, Fletton Quays and proposed developments including Station Quarter and sites identified through the Integrated Growth Strategy (IGS). (2%)
13. Be expert on and lead on the implementation of new techniques, technologies and urban design thinking thereby maintaining current and appropriate knowledge of legislation & guidance applicable to the team's services to ensure it is prepared to meet the challenge of the Growth Agenda, e.g. be conversant with National and Local policies and guidance including; DfT Manual for Streets, Design Manual for Roads and Bridges and Transport Assessment Guidelines, NPPF, PCC Integrated Growth Strategy, Local Transport Plan, Structure Plan, Local Plan and any other subsequent/superseding publications. (2%)

14. As a representative of the Local Highway Authority, when consulted, provide advice in respect of transport aspects of proposed policies, e.g. LDF and daughter documents, residential design guidance, etc. (2%)
15. Oversee and manage the adoption of new highway infrastructure under Section 38, 184, 278 of the Highways Act 1980, from initial technical vetting through to adoption. (2%)
16. Oversee the authorisation of temporary directional signage associated with new development. (2%)
17. Assist the team manager with monitoring and management of the teams budgets. (2%)
18. Represent the Local Highway Authority at all Planning & Environmental Protection Committees unless cover is provided by one of the Senior Engineers. (1%)
19. Commission relevant legal agreements in respect of new highway infrastructure works. (1%)
20. Work with the Legal Team to continually improve the wording of legal agreements and the working processes between the two teams. (1%)
21. Lead on the production of highway development control guidance, procedures and advice notes to be published on the Council's Website and thereafter continually update as and when necessary. (2%)
22. Prepare statements of evidence in respect of transportation aspects of planning appeals as well as advising and mentoring of others within the team carrying out this task. (3%)
23. Give evidence at planning appeal public inquiries and informal hearings as an expert witness on behalf of the Local Highway Authority. (2%)
24. Be conversant with current planning guidance (NPPF, etc.), highway guidance (for instance Manual for Streets, DMRB, etc.), Highways Act 1980, Structure Plan, Local Plan and Local Transport Plan. (1%)
25. 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. (1%)
26. Provide timely responses to all statutory and discretionary consultations received. (1%)
27. Be the lead contact for any initial enquiries, complaints or queries relating to highway development control. (1%)
28. Deal promptly and efficiently with enquiries and correspondence, and managing this activity across those under your line management within the team. (1%)
29. Take a lead role and identify opportunities in the development of IT applications for improved service delivery. (1%)
30. Provide timely expert advice to colleagues, developers and the public in respect of highways development control as and when required. (1%)
31. Be familiar with Council's procedures, in particular Standing Orders relating to contracts. (1%)
32. Provide support, including on the job training to those posts under your line management, whether permanent, temporary, shared or seconded. (1%)
33. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. (1%)
34. To comply with all Health & Safety at work requirements as laid down by the employer. (1%)

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: 13/11/2020

COMPLETED BY: Nick Greaves

Person Specification

JOB TITLE: Principal Engineer (Highway Control)

POST NO: 010486

GRADE: 12

DEPARTMENT: Growth & Regeneration

HOURS: 37

DIVISION: Peterborough Highway Services

DIRECTOR: Simon Machen

DATE: 13/11/2020

COMPLETED BY: Julie Smith

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>E1.1 Demonstrable knowledge of all aspects of transport elements of development control. (A) (I) (W)</p> <p>E1.2 Sound knowledge of planning guidance i.e. NPPF, highway guidance DMRB, Manual for Streets and other relevant documents. (A) (I)</p> <p>E1.3 Demonstrable knowledge of all aspects of design, construction and adoption of developer-led highway works. (A) (I)</p> <p>E1.4 Knowledge of the use of traffic or transport planning models. (A) (I)</p> <p>E1.5 Knowledge of the Flood and Water Management Act 2010</p>	
SKILLS & ABILITIES	<p>E2.1 Proven work experience of problem solving and achieving objectives. (A) (I)</p> <p>E2.2 Well developed communication skills - both oral and written. In particular good negotiating skills. (A) (I)</p> <p>E2.3 Ability to work within and across organisations. (A) (I)</p> <p>E2.4 Ability to analyse issues / problems on site, identify options available and advise planners/ developers / contractors accordingly. (A) (I)</p> <p>E2.5 Ability to communicate both orally and in writing in a balanced, clear and authoritative way. (A) (I) (W)</p>	

	<p>E2.6 Ability to work in a pressured environment and be able to prioritise workload. (A) (I)</p> <p>E2.7 Ability to stimulate innovation and encourage creativity in others. (A) (I)</p> <p>E2.8 Ability to train and develop staff. (A) (I)</p>	
EXPERIENCE	<p>E3.1 Substantial experience of assessing planning applications or pre-application enquiries for all types of development and of varying scales up to large scale. (A) (I) (W)</p> <p>E3.2 Experience of preparing or assessing Transport Assessments. (A) (I) (W)</p> <p>E3.3 Experience of preparing evidence for and presenting the transport case as an expert witness for highway matters at an informal hearing and planning inquiry. (A) (I)</p> <p>E3.4 Experience of successfully negotiating transport related elements of Planning Obligation Agreements under S106 of the Town & Country Planning Act 1990. (A) (I)</p> <p>E3.5 Substantial experience of designing of and/or vetting of Section 38 and 278 proposals under the Highways Act 1980. (A) (I) (W)</p> <p>E3.6 Experience of supervising and mentoring staff. (A) (I)</p> <p>E3.7 Substantial experience of inspecting highway works subject to future adoption, both under Section 38 and 278. (A) (I)</p> <p>E3.8 Experience of representing either a developer/consultant/local authority at a planning committee in relation to highway matters on a large development proposal. (A) (I)</p> <p>E3.9 Experience in technical review, inspection and adoption of drainage and SUDS systems on developer led projects</p>	
QUALIFICATIONS	<p>E6.1 HNC in Civil Engineering or equivalent. (A) (C)</p> <p>E6.2 Hold a current full UK driving licence. (A) (C)</p>	<p>D6.1 Educated to degree level or equivalent in Civil Engineering or other relevant discipline. (A) (C)</p> <p>D6.2 Member of the Institution of Civil Engineers, an Incorporated Engineer, or Member of Institution</p>

		of Highways & Transportation. (A) (C)
PERSONAL CIRCUMSTANCES	Ability to work evenings if required. (A) (I) Ability to provide a suitable vehicle insured for business use. (A) (I) Ability to work outside in inclement weather conditions. (A) (I)	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	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.]*