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**JOB DESCRIPTION**

**Job Title: Highways Development Planner**

**Directorate & Section/Unit: DE&I, Transport Planning Unit**

**Reporting to: Transport Planning and Development Management Team Leader**

**Management responsibility for (Level 1 Manager and above):**

**Headcount and FTE of staff: Frontline Staff**

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| **Salary Grade: SO2****WCC Management Level: Frontline Staff****Number of Direct Reports: 0** |

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

* ***Customer Focus –*** Ensure delivery of a high quality service which meet the needs of customers.
* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:** To provide the Highways response on all aspects of Development Management.

Specifically

* Providing Highways Response on Planning Applications across the County
* Attend Planning committee to justify responses on applications
* To negotiate S106 Contributions
* To liaise and advise internally and externally on Development Management matters

**Main Activities & Responsibilities:**

* To liaise with applicants and their agents to provide pre application advice on planning applications in order to seek an agreed proposal.
* To technically assess planning applications to ensure compliance with appropriate highway guidance and provide Worcestershire County Council response to the relevant planning authority.
* To liaise with officers in this and other departments and authorities, with other bodies, interested parties and members of the public on all development control matters in which they have an interest or involvement.
* To draft technical reports for submission to Local Members and Committees.
* Attend Meetings with County and District Council Members/Officers as required.
* To attend planning committees to justify highway recommendation
* To liaise with District Council technical and planning staff in processing planning applications for Committee consideration.
* To liaise with County Legal Services in respect of agreements associated with planning applications and traffic orders.
* To prepare appeal statements for written reps hearings
* To collect, analyse and interpret traffic data.
* To attend District and Parish Council meetings on behalf of the Economy & Infrastructure Directorate as appropriate.

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* To negotiate financial contributions and S106 agreements for highway impact amelioration measures.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy

**Contacts:**

 In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

 Internal: Elected Members, Strategic Directors, Assistant Directors, Senior Managers, Management Teams, Managers and Staff across all Directorates and Project Staff.

External: District, Parish and County Councils, Government Agencies and Departments, Police, Suppliers, Contractors, clients, customers, members of the public and volunteers.

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act

Author: KH Date: Oct 2021 Date of grading confirmation: 09/11/2021

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**PERSON SPECIFICATION**

**Job Title: Highways Development Planner**

**Directorate & Section/Unit: DE&I, Transport Planning Unit**

**Salary Grade: SO2**

**WCC Management Level: Frontline Staff**

**EXPERIENCE:**

It is **essential** that the post holder has:

* Significant experience of Development Control work providing advice and responses on major planning applications after achieving the qualification or competencies specified below.
* Significant experience of interpreting, drafting and writing technical reports
* Significant experience of preparing and presenting appeal statements
* Significant experience of interpreting traffic data

It is **desirable** that the post holder has:

**KNOWLEDGE, SKILLS AND ABILITIES:**

It is **essential** that the post holder has:

* Specialist knowledge of Highways legislation and practice and in particular the work of Development Control e.g. S106 of Highways Act 1980, S278/38, S73 etc
* Detailed knowledge and awareness of Construction (Design and Management) Regulations,

Development Control and traffic regulations;

* Detailed knowledge of Civil Engineering Construction including Drainage Principles and Highway

 Design;

* Specialist ability of conducting negotiations on successful S106 contributions.
* Persuasive, tactful yet firm negotiation and influencing skills
* Specialist knowledge of Surveying Processes including the Council’s Streetscape Design Guide requirements;
* Excellent oral and written communication skills, including preparing and giving presentation
* Planning and organisational skills
* The ability to plan, design, implement and co-ordinate schemes, with appropriate internal controls
* The ability to collate, analyse and interpret data
* The ability to understand, interpret, draft and write technical and other reports
* Computer literacy including ability to use standard packages such as Microsoft Word, Excel, and Outlook and knowledge of databases:
* Ability to take an overview and make accountable decisions based on professional knowledge;

It is **desirable** that the post holder has:

* Specialist planning, problem solving and analytical skills.
* Detailed knowledge of Local Government practice and procedure
* Detailed knowledge of planning policies and practice

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

It is **essential** that the post holder has:

* A Level 6 qualification such as an honours degree or equivalent compensatory experience in a highways and/or transportation, or closely related discipline.

**ADDITIONAL INFORMATION:**

It is **essential** that the post holder has:

* A willingness to adapt to change and be innovative in respect of service delivery
* A commitment to future training needs
* A willingness to work outside normal office hours
* Committed to equal opportunity, anti-discrimination, anti-oppressive policy and practice

Author: KH Date: October 2021