

## PERSON SPECIFICATION

<b>Job Title:</b>	Development Control Engineer (Level 4)
<b>Directorate &amp; Section/Unit:</b>	Economy & infrastructure/Network Control/Sec. 278 & 38 Team
<b>Salary Grade:</b>	P03
<b>WCC Management Level:</b>	TBC

### EXPERIENCE:

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

1. Substantial relevant experience of Development Control work, including auditing of detailed highway designs to ensure compliance with national and local design standards.
2. Significant relevant experience of Highway Legislation and practice and in particular the work of Development Control.
3. Substantial relevant experience of using Design Manual for Road & Bridges (DMRB) and Manual for Streets (MfS) when assessing highway improvement schemes.
4. Substantial relevant experience of project and programme management activity for developer led highway improvements with a scheme value over £250,000.
5. Substantial experience of working within local government or large private sector organisations.
6. Significant relevant experience of dealing with contentious and complex highway design issues.
7. Significant experience of managing people through working with a wide range of stakeholders.
8. Significant relevant experience of chairing complex meeting with multi-disciplinary attendees.
9. Significant experience of managing a team and junior staff.
10. Significant experience of successful working with external service providers

## **KNOWLEDGE, SKILLS AND ABILITIES:**

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

1. Expert knowledge of Construction (Design and Management) Regulations, Development Control procedures and Traffic Regulations.
2. Expert knowledge of Civil Engineering Construction including Drainage Principles and Highway Design standards such as DMRB & MfS.
3. Expert knowledge of Surveying Processes including the Council's Highway Design Guide requirements.
4. Expert knowledge of Health, Safety and Welfare to include Traffic Management Chapter 8 and Traffic Signs Regulations.
5. Expert knowledge of contractor practices and procedures relating to highway infrastructure improvements and maintenance
6. Specialist knowledge of resource issues and implications of managing a multi-faceted project
7. Specialist knowledge of change management techniques and their application
8. Substantial ability to work in a corporate environment.
9. Substantial ability to collate, analyse and interpret data.
10. Significant ability to understand, interpret, draft and write complex technical and other reports.
11. Substantial ability to work well under pressure and to deliver a project to strict deadlines
12. Significant people influencing, negotiating and networking skills.
13. Significant ability to work co-operatively with multi-disciplinary groups/teams
14. Significant communication skills - oral and written, including preparing and giving presentation
15. Substantial ability to work on own initiative and to develop own agenda
16. Significant ability to motivate and time manage self and others
17. Recognises, and has Specialist regard to, the need for confidentiality
18. Substantial experience of pragmatic and analytical approach to problem solving
19. Substantial ability to plan, design, deliver and co-ordinate developer led highway improvements schemes with appropriate internal controls.

20. Significant supervisory skills including the ability to motivate a team of people to achieve results.
21. Substantial computer literacy including ability to use Microsoft Office and knowledge of databases.

**QUALIFICATIONS/TRAINING & DEVELOPMENT:**

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

- A Degree or HNC in Civil Engineering or a relevant subject or equivalent NVQ4 qualification.

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

- Membership of a relevant Professional association such as Member, Incorporated Engineer or Fellow.
- Supervisory Qualifications
- IT qualifications, e.g. European Computer Driving Licence.

**ADDITIONAL INFORMATION:**

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

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)

**Author:** Adrian Tuck

**Date:** 18<sup>th</sup> February 2018

## JOB DESCRIPTION

<b>Job Title:</b>	Development Control Engineer (Level 4)
<b>Directorate &amp; Section/Unit:</b>	Economy & infrastructure/Network Control/Sec. 278 & 38 Team
<b>Reporting to:</b>	Development Control Manager
<b>Responsible for:</b>	1 x Technician (Level 1) 5 x DC Engineers (Level 2) 1 x DC Engineer (Level 3)
<b>Salary Grade:</b>	P03
<b>WCC Management Level:</b>	TBC

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:**

1. To assess and determine the suitability to progress multiple developer led highway improvement schemes through Sec. 278 and 38 agreements.
2. To liaise and advise internally and externally on development led highway improvements.
3. To provide detailed guidance and advice to other Local Highway Authority (LHA) Teams on the Sec. 278 and Sec. 38 agreements process and their effective negotiation.

4. To ensure projects are delivered in line with Planning Approvals and to WCC's and national design standards with compliance to Traffic Management Act and to pursue agreements, arrange for suitable safety audits and to oversee works quality.
5. To produce, and manage relevant documentation to a range of internal stakeholders including: County Councillors, Directors, members of the public, unions, and external partners and agencies.
6. To apply appropriate change management methods to achieve sustainable change.
7. To manage and support delivery of developer led highway improvements projects to agreed project management standards through appropriate legal agreements.
8. To provide the WCC lead for major developer led highway improvement projects with developers and partner organisations as required, which have substantial and cross directorate impacts.
9. To assess and determine the suitability to progress multiple complex developer led highway improvement schemes through Sec. 278 and 38 agreements.
10. To guide and mentor engineers and technicians to develop their expertise in highways maintenance work.

**Main Activities & Responsibilities:**

1. To check and assess Sec. 278 and Sec. 38 technical submissions to ensure compliance with appropriate National and Local design guidance such as Design Manual for Roads & Bridges (DMRB) and Manual for Streets (MfS)
2. To liaise with developers and their agents to provide technical advice on their detailed highway improvement proposals.
3. To liaise with officers in this and other departments and authorities, with other bodies including District Council technical and planning staff, interested parties and member of the public on developer led highway improvements
4. To attend meetings with County and District Members, Officers, members of the public and developer's representatives as required.
5. To collect, analysis and interpret traffic data.
6. To draft technical reports for submission to Local Members and Committees
7. To liaise with District Council technical and planning staff in processing applications.

8. To liaise with County Legal Services in respect of legal agreements associated with developer led highway improvements.
9. To prepare appeal statements and attend at enquiries as required.
10. To advise and instruct contractors as appropriate on construction methods and Health and Safety.
11. To inspect the work of contractors, materials, workmanship and measurement.
12. To attend such County Council Committees, Joint Consultative Committees, District & Health Liaison Bodies, District Committees and equivalent groups as directed.
13. To ensure that Health and Safety legislation, procedures and regulations are observed as they relate to the post's area of responsibility.
14. Oversee any relevant future bond value calculations and estimates.
15. To provide information regarding plans, progress and achievements as well as ensuring risks associated with the range of projects are managed.
16. To organise, develop and project manage WCC input into a range of development projects within the Directorate, working with a variety of stakeholders and key objectives
17. To report regularly to the Development Control Manager and other key stakeholders as required, informing them of progress made and any problems or issues that arise.
18. To facilitate changes in culture and approach to the production, management and utilisation of information throughout the service.
19. To manage Sec. 278 and Sec. 38 agreement preparation.
20. To provide management, supervision and support to staff seconded to or providing support to individual projects ensuring their continued personal and professional development, as appropriate.
21. To provide leadership and professional guidance to staff outside project team who are also involved in the project, including suppliers, pursuing work to be undertaken to appropriate time scales and identified quality standards.
22. To oversee consultancy staff who may be engaged from time to time, assisting with specification of assignments and ensuring that work is undertaken to appropriate time scales, budgets and identified quality standards.

23. To manage the budget allocated to individual projects or phases where the bond is called in ensuring works are cost efficient, maximize resources and regular analysis is provided against forecast of spend.
24. To provide leadership and professional guidance to staff outside project teams who are also involved in the project, including suppliers, ensuring that work is undertaken to appropriate time scales, budgets and identified quality standards.
25. Manage and implement all aspects of the Development Control Design Guide on behalf of WCC.
26. Update relevant documentation as part of the Local Transport Plan as required.
27. To matrix manage groups of staff (at least 6 at a time) from various teams across the Directorate and outside (such as Legal Services) to deliver specific projects.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
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
3. To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
4. 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, Directors, Heads of Service, Senior Managers, Management Teams, Managers and Staff across all directorates, Project Staff,  
External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service

providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, 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: Adrian Tuck**

**Date: 30<sup>th</sup> January 2018**