

JOB DESCRIPTION

Job Title: Highways Development and Control Manager

Directorate & Section/Unit: Economy and Infrastructure

Reporting to: Head of Planning and Transport Planning

Responsible for: Highways Development Control Manager, Highways Development Manager, Principal Travel Plan officer, Senior Transport Planner, Principal Transport Planner

Salary Grade: PO5

DMA Management Level: Level 1 Manager

DMA Span of Control (Direct Reports): 5

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 lead and be responsible for the Highways Development Management and Development Control Teams
- To manage the team budget including securing commuted sums and full cost recovery where appropriate
- To lead the Highways Development Management Teams to coordinate highways and transport responses to and analysis of planning applications and reviews of Development Plan Documents throughout Worcestershire
- To enter into all necessary agreement with developers to enable delivery of highways infrastructure and to ensure that such infrastructure is in accordance with the relevant national and local standards.
- To enter into and secure funding for offsite highways improvements and mitigations by the securing of developer contributions

Main activities & Responsibilities:

- To lead on the assessment of major planning applications for their impact on the transport network of the county and provide authoritative responses to local planning authorities as the local highway authority including pre and post application advice and engagement.
- To facilitate delivery of developer lead highway improvement projects, entering into the appropriate highways agreement and ensuring that delivery complies with all relevant national and local standards and guidance.
- To lead on negotiations with local planning authorities, developers and their agents to secure developer contributions to support the delivery of strategic and local highway and transport infrastructure
- To lead on the review and updating of guidance and policy including the Streetscape Design Guide and construction standards guidance and contribute to the review and updating of the Local Transport Plan

- To take a lead role in preparing technical studies and transport policy to inform regional, sub regional and local planning strategies, including developing the evidence base on highways and transport issues as required
- To attend and give evidence on behalf of the Authority at Examinations in Public including the examination of development plan documents submitted for examination by the local planning authorities.
- To lead on the development and review of strategic advice and policy documents including Streetscape Design Guide, Local Transport Plan and other supporting documents
- To attend and give evidence on behalf of the Authority at Planning Appeals and Inquiries to support the submitted highways information and response to applications.
- To provide highways development management and control expertise to support the development and implementation of network improvement schemes
- To commission consultants to undertake studies and data collection and analysis to support the determination of planning applications, approval of developer proposals for highway schemes and the evidence base for local plan revisions.
- To manage the team's budgets, including securing of committed sums, recovery of costs and generation of income
- To provide line management and contribute to the development of the Development Management and Control Engineers and to mentor members of the team to develop their professional knowledge and skills.
- To provide professional advice on highways development control and management matters to members of the public, Elected Members, other officer of the council, outside agencies including formal reports for Cabinet, Council and Committees
- To lead on the procurement and supervise consultants and contractors in the preparation of specialist reports, determination of transport matters for development control and management.
- To liaise with County Legal Services in respect of agreements associated with development control and management.

Generic Accountabilities:

- 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.
- To undertake other such duties 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 & Councils Health and Safety Policies.
- 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
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the post holder shall present a good image of the Directorate and the County Council as well as maintaining constructive professional relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based 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, parents & pupils, members of the public, volunteers

Additional Information:

- WCC may 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.
- This post is politically restricted under the terms of the Local Government and Housing Act 1989

Author: Emily Barker

Date 7th January 2025

Date of grading confirmation: 14th January 2025

PERSON SPECIFICATION

Job Title: Highways Development and Control Manager

Directorate & Section/Unit: Economy and Infrastructure - Major Projects, Waste and Property

Salary Grade: PO5

EXPERIENCE:

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

- Substantial experience of operating at a senior managerial level, including managerial responsibility for development control and management, underpinned by relevant professional and managerial qualifications where relevant.
- Substantial experience of interpreting, drafting and writing technical reports on transport matters
- Substantial experience on working across organisations and boundaries on planning and highways importance matters.
- Substantial experience of giving evidence and contributing at Local Plan Examinations, Planning Appeals and other formal meetings
- Significant experience in handling sensitive negotiations and securing positive outcomes with developers and land agents.
- Significant experience of successfully negotiating developer contributions with local planning authorities, developers and their agents
- Significant experience of working in a large multi-disciplined service organisation in a political environment
- Significant experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.
- Significant experience of engaging and managing long term contractors and seconded consultants
- Substantial experience of programme management
- experience in providing services to support corporate activities at a service level and to meet challenging deadlines.
- Substantial experience in management experience in achieving measurable improvement.
- Significant experience in business case development and feasibility assessment
- Significant experience of managing complex budgets

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

- Expert knowledge of highway and planning legislation and practice
- Expert knowledge of highway construction, traffic management and safety regulations
- Programme management skills; the ability to manage a diverse and complex case load and work to non-negotiable deadlines involving high and complex workloads and non-negotiable deadlines.
- Detailed knowledge of process improvement and performance management
- Strong analytical skills and the aptitude to respond in writing and verbally under pressure.
- Proven ability to work effectively in and build strong partnerships.
- Proven ability to lead and motivate a team.
- Evidence of budgetary responsibility with a track record of achieving successful service outcomes within tight financial constraints
- Knowledge in business case development and feasibility assessment
- Ability to lead, manage and motivate people to achieve high levels of performance.

- Excellent and effective written and verbal communication skills and the ability to present complex information in a concise manner and for a range of audiences.
- Ability to understand, interpret and report on statistical data regarding performance.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

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

- A Level 6 qualification (e.g. First degree) or equivalent compensatory experience in civil engineering, planning or transport management.
- Membership of an appropriate professional institute such as the Institute of Highways Engineers, Institute of Chartered Engineers or Chartered Institute of Highways and Transport
- Evidence of continuous personal and professional development in a discipline or area relevant to the role e.g. planning and development or construction and delivery.

It is **desirable** that the postholder has:

- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office
- A management qualification

Author: Emily Barker

Date: 7th January 2025