

**Northumberland County Council**  
**JOB DESCRIPTION**

<b>Post Title: Highways Development Management Technician</b>	<b>Group – Service:- Planning &amp; Economy / Highways Development Management</b>		<b>Office Use</b>
<b>Band: 5</b>	<b>Workplace: County Hall</b>		<b>JE ref: 3020</b>
<b>Responsible to: Principal and HDM Officers</b>	<b>Date: February 2018</b>	<b>Manager Level</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> Support senior professional and managerial staff in the provision of Highways Development Management services. Provide technical expertise, assisting in and undertaking the appraisal of pre-planning and planning application consultations and preparation of responses on behalf of the Highway Authority as a Statutory Consultee. Provide technical and administrative input to the processes associated with Agreements under 1980 Highways Act.			
<b>Resources</b>	Staff	May act as mentor/supervisor for junior and support staff and provide technical advice to professional staff within the Service.	
	Finance	Responsibility for handling payments, raising orders and processing invoices in connection with Agreements under 1980 Highways Act.	
	Physical	Operate, interrogate and process as necessary key corporate information systems, Highways Development Management performance records, income records, highway adoption and land ownership records.	
	Clients	Developers, Elected Members, public, solicitors, internal and external customers to deliver services and information.	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Assist senior professionals and managers in the delivery of the Highways Development Management service, by conscientiously undertaking a range of functions relating to pre-planning and planning application consultation responses, taking account of the need for consistency of approach and decision making over the lifetime of development proposals and delivery, including undertaking site visits, meetings, collecting evidence, assessment of proposals and provision of information to be presented at Committee.</li> <li>2. Assist senior professionals and managers by providing technical and administrative support in respect of highway development related processes arising from Agreements under Section 38 and Section 278 of the 1980 Highways Act.</li> <li>3. To collate and maintain a database of developments requiring associated highway improvements achieved through Agreements under Section 278 of the 1980 Highways Act or financial contributions via Section 106 of the 1990 Town and Country Planning Act, to monitor progress of the developments and implementation and completion of the highway works.</li> <li>4. Effectively deliver and deal with highway development related technical problems and enquiries and, where appropriate, undertake remedial action that satisfies the client's needs and safeguard their interests, in accordance with the Service's established procedures and quality standards.</li> <li>5. Actively participate in the development of procedures and practices in relation to the effective delivery of the Highways Development Management service and as required participate in the delivery of projects and initiatives to bring the Service's business plans and objectives into effect.</li> <li>6. Provide technical support and assistance to Principal Officers as required including research and background work for preparation of planning appeal statements and evidence for submission to the Secretary of State.</li> <li>7. Provide technical advice, support and input to the collection and collation of performance management data as required by senior professionals and managers.</li> <li>8. Research and respond to information requests from members of the public, applicants, Members and other external stakeholders in respect of pre-application advice and the processing of planning applications as required by senior professionals and managers.</li> <li>9. Contribute to the maintenance of effective communication systems within the Service.</li> <li>10. Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures.</li> <li>11. Actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.</li> </ol>			

12. Other duties appropriate to the nature, level and grade of the post.

Physical requirements:

Predominantly seated with frequent need to walk and bend and occasional requirement to lift moderate weights.

Transport requirements:

Travel to development sites and other work sites, area offices or training venues throughout the County and occasionally further afield.

Working patterns:

Normal office hours with occasional evening and weekend meetings. Flexi-hours scheme applies.

Working conditions:

Likely to have extensive exposure to working outdoors.

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PERSON SPECIFICATION**

<b>Post Title:</b> Highways Development Management Technician	<b>Group – Service:</b> Planning & Economy / Highways Development Management	Ref: 3020
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>Good general education with at least 5 GCSEs or equivalent including English and Maths</p> <p>A sound knowledge and understanding of Highways Development Management processes and procedures</p> <p>A sound understanding of the diverse functions of a large complex public organisation.</p> <p>An active awareness of and active interest in the current issues facing the Planning Service.</p> <p>An understanding of the relationship between costs, quality, customer care and performance and ability to actively monitor progress within the Highways Development Management service.</p> <p>Actively undertaking ongoing continuous personal development.</p>	<p>A relevant degree or equivalent qualification.</p> <p>A full technical / professional qualification.</p> <p>Evidence of successfully supervising technical staff.</p>	
<b>Experience</b>		
<p>Extensive experience in using Google applications, Docs, Sheets, databases, planning related IT software and GIS systems, particularly relating to the processing of planning applications and consultations.</p> <p>Understanding of working in a planning related service and environment.</p> <p>An active desire to provide effective customer centred services.</p>	<p>Experience of working in a Highways Development Management service</p>	
<b>Skills and competencies</b>		
<p>Good written and oral communication skills including the ability to communicate technical and planning related information to applicants, agents, developers, Members, public and third parties. Able to persuade others to an alternative point of view without causing unnecessary tension or conflict.</p> <p>Effective IT skills and ability to understand and develop the use of IT systems and processes to achieve work objectives.</p> <p>Sound knowledge and understanding of GIS systems.</p> <p>Logical, practical and analytical.</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings.</p> <p>Ability to collect, analyse and interpret highways and transport information and data.</p> <p>Ability to communicate technical and planning related information to the public, developers, third parties and Members.</p> <p>Ability to work with limited supervision.</p> <p>Ability to work methodically and systematically.</p>	<p>Good organisation and time management skills</p>	

Adopts a collaborative approach to work.	
<b>Physical, mental and emotional demands</b>	
Generally works from a seated or standing position with regular need to walk, bend or carry items. Self-motivated. Ability to manage complex and intense workloads. Ability to deal calmly with multiple and sometimes confrontational and irate customers. Need to maintain general awareness, with lengthy periods of enhanced concentration. Regular contact with public/clients in dispute/negotiation with the County Council.	
<b>Motivation</b>	
Dependable, reliable, a good timekeeper and effective guide/mentor to subordinate staff. Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Able to work with minimum supervision.	
<b>Other</b>	
Ability to meet the transport requirements of the post	

