

**Northumberland County Council
JOB DESCRIPTION**

Post Title:	Highways Development Manager	Director/Service	Corporate Resources, Planning, Economy, Housing, Planning & Housing Services, Development & Delivery	Office Use
Band:	10	Workplace:	County Hall, Morpeth	JE ref: 3017 HRMS ref:
Responsible to:	Major Development & Delivery Manager	Date:	August 2015	Lead & Man Induction:
Job Purpose:				
<ul style="list-style-type: none"> ● To lead, manage and direct the delivery of the highways development management service in an efficient, effective and customer-focussed manner which prioritises the delivery of sustainable development in accordance with the emerging Core Strategy and the Economic Strategy to meet the economic, social and environmental needs of Northumberland. ● To manage a team of professional and technical officers to carry out all statutory functions relating to Highways Development Management in relation to the delivery of developments to meet legislative and regulatory requirements. ● To manage and co-ordinate the development, monitoring and review of all policies, strategies and procedures ● To make an effective contribution to the Corporate Management of the Service, Directorate and County Council. 				
Resources	Staff	Manage and lead a team of Professional, Technical, Finance and Administrative support staff and, as necessary Interims and Sub-Contractors providing front line and or back office services.		
	Finance	Directly manage the Highways development management team budget, monitoring and controlling expenditure against forecasts. Effectively manage service contracts and service level agreements with contractors, clients and community partners. Ensure effective spending of budget and set budgets for specific tasks. Accountable and responsible for fee income (up to approx. £1m)		
	Physical	Manage the physical resources associated with the Highways development management team, including working environment, equipment, computer hardware and computer software systems associated with the delivery of the service. Development, interpretation use and capture management of critical business and technical data.		
	Clients	Working with a diverse range of public, private and voluntary organisations and bodies, members of the public and elected members and a wide range of council officers. Ensure compliance with relevant legislation, regulations, Council policies and procedures and take decisions that may affect circumstances of service users. Develop corporate policy and service delivery initiatives that impact upon the quality of service provided to users.		
Duties and key result areas: Manage the Highways Development Management function on behalf of the Highway Authority;				
<ol style="list-style-type: none"> 1. Lead and direct the Highways development management team to proactively deliver an efficient, effective and customer-focussed service in accordance with National Planning Policy, the emerging Core Strategy and Economic Strategy and Council priorities. 2. Lead and direct the Highways Development Management function, including the preparation of statutory responses to consultations on planning applications, involvement in the pre-application process and negotiation, development and monitoring of s278 and s38 agreements under the Highways Act. 3. Provide professional and technical advice to Elected Members, Directors, Senior Managers and service users on all matters of strategy, policy and practice relating to the Highways development management service, ensuring compliance with Corporate and Departmental strategic plans, policies and statutory requirements. 4. Contribute effectively to the preparation of the Northumberland Local Plan and Local Transport Plan. 5. Provide effective support and attendance at Planning and Area Committees, public meetings and Member site visits, as required. 6. Co-ordinate the preparation and presentation of evidence to support the Council's case at appeals and public inquiries on highways issues, including acting as expert witness in planning appeals and presenting the Council's case at Public Inquiries and Hearings, as required 7. Manage, delegate and direct the human (including sub-contractors), physical and financial resources of the Highways Development Management Team including evaluation of work and work methods to effectively achieve service and corporate objectives 8. Ensure the provision of timely and accurate professional advice and information on the development and review of development management standards, regulations, practices and procedures. 9. Ensure that the Highways Development Management Team operates effective performance management procedures and that both staff and service development is fully supported through appraisal, training and development. 10. Continuously motivate the team and individuals by providing clear delegation and direction, always maintaining positive relationships with employees. 11. As an integral member of the Development and Delivery management team fully participate in the corporate planning and management processes for the service. 				

12. Maintain effective management, communication systems and processes within the Team and the wider service and, in conjunction with senior colleagues, ensure that employees, at all levels, are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
13. Continuously promote effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts and ensure that an efficient, high quality and cost effective service is delivered by private sector partners, commissioned to provide additional professional support, to ensure the delivery of the Council's agreed priorities.
14. Be responsible for the identification of opportunities for 'value for money improvements', in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary. Ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of service related strategies, policies and practices.
15. Promote on-going good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.
16. Provide a highways development management input to other corporate strategies / activities of the Council and contribute to the regional / national development management agenda.
17. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of service provision.
18. Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, committee and public meeting or training venues throughout the County, region and further a field on occasion.
Working patterns:	Normal office hours with flexi-hours, but includes frequent evening and some weekend working. Standby or call out arrangements may apply.
Working conditions:	Regular exposure to outdoor working. Work in high stress office environment with frequent and continual interruptions. Attendance at various public venues on behalf of the Highway Authority, in sometimes confrontational and hostile conditions.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Highways Development Manager	Director/Service/Sector: Corporate Resources, Planning, Economy, Housing, Planning & Housing Services, Development & Delivery	Ref: 3017
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Degree level or equivalent standard of general education. • Relevant professional Civil Engineering qualification. C.Eng, I Eng, MICE, MIHT etc • Management qualification: CMS, DMS • Extensive knowledge and understanding of Highway legislation, regulations, national policies and professional best practice. • Detailed knowledge and understanding of contemporary Highway, planning and transportation policy issues. • Comprehensive understanding of the Planning process • Knowledge and understanding of the diverse functions of a large complex public sector organisation and the relevant professional issues. • Evidence of recent and relevant management / leadership experience / training • In-depth knowledge of professional theory, relevant legislation, regulations, policies, professional best practice and procedures • Commercially aware and understands the relationships between costs, quality, customer care and corporate performance assessments. • Experience and appreciation of cross-cutting issues and challenges. • Thorough understanding of Health & Safety legislation and the ability to produce concise but accurate risk assessments. • Thorough understanding of contemporary issues within the service. • Evidence of continuing professional and managerial development. 	<ul style="list-style-type: none"> • Management degree or post-graduate diploma e.g. MBA, DMS. • Member of professional Management body. • Evidence of recent relevant Management Training. 	a), (i), (r), (p)
Experience		
<ul style="list-style-type: none"> • Recent and relevant post-qualification experience in a relevant context • In-depth recent experience in successfully developing, managing and implementing highways development management procedures and processes to achieve corporate and planning policy objectives • . • A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. • Experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity. Recent extensive experience and consistent successful managerial achievement within an organisation of comparable scope and complexity. • Experience and demonstrable success in the management of change and of securing the support of others in the process. • Comprehensive experience of resource management within a comparable organisation. • A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. • .Experience of successfully working with challenging client groups. 	<ul style="list-style-type: none"> • A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. • Experience of acting as expert witness at Public Inquiries and Planning Appeals. 	a), (i), (r), (p)

<p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture. • Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. • Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. • Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. • Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. • Persistence in applying a methodological approach to continuously improving services. • Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Able to persuade others to an alternative point of view without necessarily causing unnecessary tension or conflict. • Maintains a professional demeanour in stressful and difficult situations. • Budgeting and financial management skills • Excellent written and verbal communication skills. • Well developed IT skills and awareness. • Financial and commercial awareness. • Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. • A corporate and collaborative commitment to tackling issues in a non-departmental manner. • Excellent presentational skills • Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. • .Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. 		a), (i), (r), (p)
<p>Physical, mental and emotional demands</p> <ul style="list-style-type: none"> • Usually works from a seated position with regular need to walk, bend or carry items. Periods of time on Development sites, and various client premises throughout the County, region and occasional national locations. • High level of accuracy in regards to financial systems maintenance/IT/GIS • Report writing that requires a high level of precision • Need to maintain general awareness with significant periods of enhanced concentration, particularly during meetings, high level negotiations, Committees, public exhibitions and at Planning Appeals and other public forum. • Extensive contact with public/clients in dispute/negotiations with the Council. Proficient at dispute resolution and able to balance conflicting demands. Able to prioritise a high level of multi-service requests in a logical and rational manner. 		(a), (i)
<p>Motivation</p> <ul style="list-style-type: none"> • A corporate orientation and a commitment to tackling issues in a non-departmental manner. • Dependable, reliable and keeps good time. • Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. • Models and encourages high standards of honesty, integrity, openness and respect for others. • Helps managers and staff to create a positive work culture in which diverse, individual contributions and perspectives are valued. 		

<ul style="list-style-type: none"> ● Pro-active and achievement orientated. ● Works with little direct supervision. ● Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. 		
Other		
<ul style="list-style-type: none"> ● The ability to drive and, as necessary, work unsocial working hours. ● The ability to meet the transport requirements of the post. 		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits