

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Prosperity, Development and Frontline Services
Division:	Frontline Services
Section:	Highways and Transportation
Sub Section:	Traffic Services
Post Title:	Assistant Engineer – Highways Development Control and Adoption Services
Vision Post Number:	3731
Grade:	GR10
Responsible to:	Senior Engineer
Posts Reporting to this Post:	Clerk of Works GR 9
Team:	Highways Development Control and Adoption Services
DBS Required Level:	None
Location:	Sardis House, Pontypridd
Date of Description:	March 2021

KEY OBJECTIVES

To provide effective, efficient, responsive and high-quality Highways Development Control services.

SPECIFIC RESPONSIBILITY

To contribute to the achievement of the objectives and performance targets as set out in the Business Plan for the Highways Development Control Section.

To provide the Local Planning Authority with highway observations in response to planning applications, pre-planning enquiries in accordance with prevailing highways



legislation and technical guidance, in a timely manner to achieve performance targets for responses as set out in the business plan.

To prepare evidence and statement for planning appeals.

To review engineering design and details and discharge planning conditions.

To supervise the highway infrastructure works and progress adoption.

To serve Advance Payment Code Notice in accordance with Highways Act 1980.

To assist the Local Planning Authority to develop and keep under review the Local Development Plan in respect of all Highways and Transportation matters.

To ensure that complaints, queries and requests for service are responded to in accordance with Council Policy and direction.

To be responsible for compliance with all relevant legislation, regulations and other statutory obligations.

To represent highways at Development Control site-sub Committees.

To liaise and work successfully with internal and external organisations in delivery of pre-applications, planning applications, implementation of the highway works and subsequent adoption of newly created highways.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THIS DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to the Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p> <p>Good Knowledge of Highways Development Control.</p> <p>Good knowledge of highways and planning procedures.</p> <p>Achieve a recognised qualification in a Civil Engineering discipline eg HNC or equivalent within a three year period.</p>	<p>Welsh Language Level 2 to Level 5. For details on the levels please refer to the Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> <p>Good knowledge of planning and highway law.</p> <p>HNC/HND/Degree in Civil Engineering or equivalent and professional qualifications or experience in highway engineering.</p> <p>Evidence of recent training and / or continuing professional development.</p>
EXPERIENCE	<p>Experience of working in Highways Development Control section</p> <p>Design and detail of Estate Roads and drainage</p>	<p>Service and business planning</p> <p>Good negotiating skills</p>
COMPETENCIES	Supervisory Competency Framework	
Leading and Motivating	<p>Has an inspiring, positive 'action-focused' attitude.</p> <p>Openly values the skills and contributions of individual team members.</p>	
Working as a Team Member	<p>Builds lasting, positive and constructive relationships based on trust.</p> <p>Promotes a strong team spirit of co-operation and shared responsibility.</p>	

Communicating Effectively	<p>Communicates clearly and concisely.</p> <p>Actively promotes a good flow of communication to allow quick resolution of issues or queries.</p>
Incorporating Change	<p>Understands the need for change and responds positively to improvements.</p> <p>Promotes a shared, open and positive team attitude towards change and flexibility.</p>
Managing Time	<p>Has a logical and organised approach to planning.</p> <p>Works with others to plan the best ways forward.</p>
Being Accountable	<p>Uses consultation as a means to inform important decisions.</p> <p>Makes well-informed decisions and thinks ahead.</p>
Achieving Results.	<p>Is able to work effectively under pressure.</p> <p>Consistently delivers high-quality outcomes.</p>
Focusing on Service Users.	<p>Ensures customer's needs are met by responding to them efficiently and effectively.</p> <p>Provides and promotes highest standards of customer care and service.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel throughout County Borough to respond to service needs - pool vehicles will be provided.</p>