

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	Prosperity, Development and Frontline Services
<b>Division:</b>	Frontline Services
<b>Section:</b>	Highways and Transportation
<b>Sub Section:</b>	Traffic Services
<b>Post Title:</b>	Senior Engineer – Highways Development Control and Adoption Services
<b>Vision Post Number:</b>	4912
<b>Grade:</b>	GR11
<b>Responsible to:</b>	Principal Engineer (Highways Development Control, Traffic and Adoption Services)
<b>Posts Reporting to this Post:</b>	Assistant Engineer (3731) Highways Development Control Clerk of Works (5038)
<b>Team:</b>	Highways Development Control and Adoption Services
<b>DBS Required Level:</b>	N/A
<b>Location:</b>	Sardis House, Pontypridd
<b>Date of Description:</b>	February 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 assist the HDC Manager in the management of the staffing resources, combined with the supervision and monitoring of developers contracts.

To approve engineering details of proposed highways infrastructure which are provided by developers.

Be responsible for the negotiation with developers to enable them to enter into agreements under section 38 and 278 of the Highways Act 1980.

To process agreements with developers and monitor their work through to adoption of the highways, by ensuring works are carried out to the required specification.

To agree fee levels with developers; for the Council's required vetting and supervision of their works; also identifying the need for commissioning of materials testing where appropriate to ensure compliance with Council's specifications for highways works.

Be responsible for all matters related to the making up of and adoption of private streets and back lanes. - in accordance with Council's specifications for highway works and sections 219 - 225 of the Highways Act 1980

Be responsible for all matters related to the stopping up of highways associated with new developments in accordance with the Highways Act 1980.

Responsible in ensuring appropriate consultation is undertaken with Members, Developers, Public and Planning Officers and to prepare committee reports as necessary.

To provide the Local Planning Authority with highway observations in response to planning applications and 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 respond to complaints, queries and requests for service in accordance with Council Policy and direction.

To ensure compliance with all relevant legislation, regulations and other statutory obligations associated with capital schemes.

To deputise for the HDC Manager at regional HDC forums.

Supervise HDC Clerk of Works activities.

To carry out health and safety responsibilities in accordance with the Divisions Health and 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
<b>KNOWLEDGE / EDUCATION</b>	<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 <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p> <p>Qualified to HNC/HND in Civil Engineering or a similar discipline.</p> <p>Good knowledge of Highways Development Control, Traffic Management and Adoptions.</p> <p>Good knowledge of planning procedures.</p> <p>Good Knowledge of ICT.</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>Evidence of recent management and / or continuing professional development.</p> <p>Relevant first degree and professional qualifications or experience in highway engineering.</p>
<b>EXPERIENCE</b>	<p>Experienced working in a Development Control section.</p> <p>Management of budgets.</p>	<p>Service and business planning.</p> <p>Liaison with elected Members and other stakeholders.</p> <p>Good Negotiating Skills.</p>
<b>COMPETENCIES</b>	<b>Supervisory Competency Framework</b>	
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><b>Builds lasting, positive and constructive relationships based on trust.</b></p> <p>Promotes a strong team spirit of co-operation and shared responsibility.</p>	

<b>Communicating Effectively</b>	<p><b>Communicates clearly and concisely.</b></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>
<b>Managing Time</b>	<p><b>Has a logical and organised approach to planning.</b></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>
<b>Achieving Results.</b>	<p><b>Is able to work effectively under pressure.</b></p> <p>Consistently delivers high-quality outcomes.</p>
<b>Focusing on Service Users.</b>	<p><b>Ensures customer's needs are met by responding to them efficiently and effectively.</b></p> <p>Provides and promotes highest standards of customer care and service.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel throughout County Borough to respond to service needs - pool vehicles will be provided.</p>