Principal Development Management

Engineer

JE Code: JE2616



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Highways & Transportation |
| **Reports to:** | Major Projects and Development Control Manager |
| **Job Family:** | Professional |
| **Grade:** | J |
| **Political restricted:**  **DBS Required:**  **If Yes:** | Y  N  Basic / Enhanced |
| **Date:** | March 2024 |

**Key Deliverables**

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| **1.** | Ensure that highway development management and adoption functions of the Highway Authority are managed efficiently, that all planning applications are assessed, that financial contributions are negotiated to mitigate the impacts of new developments on the public highway, and that all income is received from developers. |
| **2.** | To play a key role in the management, planning, programming, and implementation of all aspects of third-party/developer work through external contractors or the Highways Contract to comply with budgetary constraints and corporate governance. |
| **3.** | To manage approximately 6 to 7 staff, programmes, and resources efficiently and effectively, to be innovative, and to develop, assess, and achieve performance measures in service areas. Encourage innovation through new ways of working to reduce expenditures and fulfil environmental improvements. |
| **4.** | Manage development, construction, and the highway asset adoption process to ensure that developers provide infrastructure of the highest quality with the minimum of disruption. Ensure that adoption fees are fully collected. |
| **5.** | To lead on providing highway technical advice in relation to all future planning and growth in Milton Keynes and to develop further planning documentation and/or highway guidance. Responsible for developing a close working relationship and a culture of mutual trust and cooperation with the developers and third parties to ensure the effective and efficient running of the contract. Ensure that innovation and best practices are encouraged in all activities. Responsible for the communication and engagement practices to ensure that key stakeholders are informed and involved in all areas of service delivery as appropriate. |
| **6.** | To ensure compliance with Standing Orders, Financial Regulations, governance, and legislative requirements. To assist in the management and implementation of good health and safety practices in line with legislation, with a practical knowledge of Construction, Design and Management regulations. |
| **7.** | Coordination with all technical teams within the Council to ensure planning contributions for the Highway Authority are identified and granted during the planning process. Furthermore, ensure that these planning obligations are met and implemented in accordance with the budget monitoring responsibility of approximately £10 million per year. |
| **8.** | Accountable for the effective and efficient management of contract finances through the principles of open book accounting. Monitoring costs against actual expenditure and utilising data to agree on future target costs. To ensure the local guidance and financial consequences around commuted sums, where applicable, are up-to-date and available for developers. Use of good asset management principles to ensure the Council recovers commuted sums that will pay for required maintenance by keeping rates chargeable up to date. |
| **9.** | To provide highway expertise across the authority and to work on tasks and projects consistent with existing levels of responsibility where business needs require. Manage key stakeholder aspirations and expectations related to highway development or third-party projects through effective communication, information practices, and stakeholder relationships. Responsible to ensure developers and contractors fully comply with the planning requirements and legal agreements, as well as that stakeholders are fully informed of the restrictions and opportunities of developments. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Degree or HND/HNC in Civil Engineering or related discipline, and extensive experience in the development management functions of the Highway Authority. Licentiate or Member of the Institution of Highways, Transport, or Engineering (Chartered or Incorporated desirable). |
| **2.** | General knowledge and understanding of the Town & Country Planning Act (1990), Planning (Listed Buildings and Conservation Areas) Act 1990, Planning and Compensation Act (1991), Planning & Compulsory Purchase Act (2004), Planning Act (2008), Localism Act (2011), Growth and Infrastructure Act (2013), and Infrastructure Act (2015), as well as proven experience in providing comments on behalf of the Highway Authority and defending their views on development control committees. |
| **3.** | Proven experience of contract management and procurement, to NEC standard. Proven knowledge of risk management and its application to the management of highway projects and programmes, to develop and promote risk mitigation measures through the contract. |
| **4.** | General knowledge and experience of design standards such as the Design Manual for Roads and Bridges (DMRB), the Highways Act of 1980, the New Roads and Streetworks Act of 1991, Construction Design and Management Regulations, and knowledge of highway scheme contracts, specifications, claims management, and pricing, including NEC Suite Conditions of Contract. |
| **5.** | Proven experience of highway construction practice, including the supervision and management of schemes through the project cycle, aspects of contract, programme, and resource management. Proven experience of claims management in a contract environment. |
| **6.** | Experience of “performance management” skills in terms of people, projects, and self, the development and operation of “quality systems," and equal opportunities. Ability to plan and implement resources effectively to achieve Council objectives and service targets. Ability to manage, motivate, and lead a team. |
| **7.** | An appreciation of the implications of working practices on the environment and a knowledge of sustainable, low carbon design and construction practices. Computer skills to include a good knowledge of MS Office suite Word, Excel, MS Teams, etc, ability to use computer software packages and communication systems. |
| **8.** | Excellent written and oral communication skills with a wide range of audiences including senior Council staff, contractors, stakeholders, and the public. Proven ability to prepare and present clear, informed reports, managing stakeholder expectations in line with project objectives. |
| **9.** | Ability to independently travel in line with business needs throughout the whole of the MKCC area.  Ability to work within the highway site environment, working outside of normal hours or overnight as necessary. |



Job Family

Professional/Technical

Grade J

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

**The knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will probably report to a Head of Service and will devise and implement strategic plans in relation to their specific functional area.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions. Job holders will make a major contribution to the development of policy and functional procedures. Job holders will also lead the implementation of appropriate programmes on behalf of large groups of people.

Such roles are likely to have at least two other elevated levels of responsibility for such elements as finance (substantial budget management), information assets (statutory corporate databases and council-wide applications) or premises (of very high value and operational importance).

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for very high value or significant financial and non-financial assets including policy development, but somewhat less accountability for the assessment of group needs. Roles will have full line management responsibility over a number of teams with differing functional specialties and employee profiles.

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.