Role profile

**Senior Highways Engineer Adoptions**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Highways |
| **Reports to** | Team Leader Traffic and Development |
| **Job family** | Professional and Technical |
| **Grade** | J |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date** | October 2019 |
| **JE Code** | JE1916 |

Key deliverables

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| **1** | To manage, develop and oversee the work of the Development and Network Management Team in order to ensure an efficient, effective and expert service in line with the Council’s personnel procedures including recruitment, induction and supervision; communications; appraisals, training and development and absence management. To provide highways technical advice and be specialist in respect of Section 38 agreements to Highway colleagues and other service departments within the Council on new development proposals including planning applications and requests for pre-application advice. |
| **2** | To plan, allocate and deliver the team’s work in a timely and effective manner; develop effective systems and procedures for managing the team’s work, monitor the team’s performance; To raise performance problems with the Development and Network Manager and to improve the performance of the team in line with the Highway service plan. |
| **3** | Ensure that strategic and other planning applications (including pre-application submissions) are professionally assessed from the highway perspective with due regard to all relevant legislation, guidance and policies. |
| **4** | To provide clear, accurate and relevant expert advice to the highway development management team within agreed timescales to ensure that strategic and other planning applications, conditions, obligations and enforcement issues relating to the highway can be determined in accordance with the local and national performance targets. |
| **5** | Ensure a high quality development management (Highways) service is provided to the public, council Members, senior management other council directorates, developers, development professionals, town/parish councils, the business community and the general public on highway issues in order to fulfil the council’s statutory and policy objectives. |
| **6** | Contribute to the overall management of the Highways service through regular meetings with the Development and Network Manager, Head of Highways and other managers within the Highway Team. |
| **7** | Be a key contributor to the development of proposals that deliver the Council’s transport objectives and contribute to the wider healthy living, accessibility and sustainable development targets which form part of the Community Plan. |
| **8** | Negotiate financial contributions or physical improvements for inclusion in S106 agreements by way of mitigating the impact of proposed development on the public highway. |
| **9** | Prepare written evidence for highway and planning appeals in support of the council’s decisions and to appear as the highway expert witness at public enquiries and to present the council’s case at hearings. |
| **10** | To provide the Council’s response as highway authority to applications for Goods Vehicle Operator’s licenses and to attend hearings for these applications. |
| **11** | To develop and manage all procedures involved with the Stopping up or diversion of public highways under S116 of the Highways Act 1980 and S247 of the Town and Country Planning Act 1990. To represent Milton Keynes Council (as local highway authority) as expert witness at Magistrates’ court hearings related to Stopping Up applications under the Highways Act 1980. |
| **12** | To produce Supplementary Planning Documents for specific highway related matters and to provide expert advice for the preparation of Supplementary Planning Guidance and planning policy documents produced by the Planning and Transport Service Group and other council groups. |
| **13** | To provide expert highway advice in the production of development briefs to enable development to come forward on specific sites identified within the council’s Core Strategy or Local Plan. |

*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 city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Detailed knowledge of the Highways Act 1980 and associated legislation in relation to Section 38 including the creation and removal of highway rights.  Knowledge and application of The Town & Country Planning Act 1990 and associated legislation as well as development control procedures and requirements.  Detailed knowledge of highway construction and materials aa Detailed knowledge of the processes involved in developing and implementing agreements under the highways Act and planning legislation. .  Knowledge of all key aspects of highway engineering including traffic management, accident reduction, highway maintenance and road layout standards.  In-depth understanding of relevant current legislation and national transport policy and an ability to remain up to date with current transport planning advice.  Knowledge of transport planning principles and an understanding of the issues and tensions surrounding the delivery of an extensive growth programme.  Knowledge of Accessibility Modelling and the ability to apply and test different strategies to develop a transport network that is equally accessible to all.  Ability to manage, supervise and coordinate output from internal staff and external consultants.  Understanding of “political” dimensions and issues surrounding development.  Knowledge of Local Authority governance arrangements and procedures.  Degree or equivalent in a related subject.  Eligible to be a full member of a relevant professional body (e.g. CIHT, ICE, CILT, IHE)  Post Graduate qualification in a related field.  Proficient in the use of Word, Excel, Project, PowerPoint and Access.  Accountable for CDM compliance as Principal Designer where relevant for highway infrastructure schemes in line with the Statutory requirements of the Construction Design and Management Regulations. |
| **2** | Ability to prioritise and programme tasks in order to deliver outcomes to tight deadlines.  Methodical and well organised with the ability to produce quality work. |
| **3** | Ability to assess relative priorities and allocate appropriate resources to ensure deadlines are met. |
| **4** | Ability to represent the Council at Public Inquiries, Hearings and at Magistrates Court and to clearly set out the Council’s position on complex planning and highway-related legal matters.  Ability to write reports on complex strategic issues and the ability to present them to a range of audiences, including the general public, Members, Senior Managers and fellow transport professionals.  Ability to conduct complex negotiations with developers and their consultants to secure significant levels of transport planning obligations.  Relationship building, influencing and communication skills with partners and external stakeholders.  Ability to communicate transport-related ideas, principles and strategies to a range of audiences.  Ability to apply a range of negotiation and persuasion skills to suit differing circumstances.  Ability to represent the Department at internal and external meetings. |
| **5** | Ability to interpret complex, and sometimes conflicting data, in order to develop suitable strategies for the delivery of a comprehensive and inclusive transport network.  Ability to analyse situations and identify and communicate problems to the Group Manager, suggesting a range of possible solutions. |
| **6** | Ability to undertake risk assessments of transport strategies and to identify and communicate mitigation measures to colleagues, partners and stakeholders. |
| **7** | Ability to assess and monitor internal processes and suggest changes in order to deliver continuous improvement. |
| **8** | Ability to work autonomously, manage projects without supervision, whilst delivering to tight deadlines. |
| **9** | Ability to demonstrate management, motivation and leadership skills and the ability to coordinate the work of others. |

Job family

**Professional and Technical (Grade J)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city 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 | **Manager 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 and 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 city 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 city 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 and 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.