

Section 106 Assistant Engineer Post (Grade 8) – Role Profile

Service – Highways.

Team - Development Support.

Location - Bamber Bridge, Preston.

Essential Car User Post.

Flexible Working Post.

Scope of Work

As a practical Civil Engineer the Section 106 (Development Support) Officer will develop planning related highway infrastructure ideas, progress detailed concepts and produce technical output for scheme delivery via Design and Construct. The post holder will act as client and project manager for associated infrastructure delivery schemes.

Working closely with colleagues in the Regulation and Enforcement Team the Section 106 Officer will investigate outstanding historical Section 106 agreements and assist in securing unpaid funding relating to highways and transport proposals.

The role will be both challenging and rewarding with the successful candidate working to regular deadlines, and under their own initiative. The post requires someone who is comfortable working with people across multiple teams and organisations, and is able to drive infrastructure proposals from concept through to delivery.

Key Duties

- To develop highway infrastructure schemes utilising recent best practice and innovation from planning concepts to delivery proposals that may be either site specific or part of a larger overall strategy.
- To undertake a Client Project Management role, including customer liaison and budgetary control, ensuring infrastructure delivery through the Design and Construct Team.
- To input into wider development related infrastructure strategies and assist senior technical colleagues in delivering overarching proposals.
- To maintain detailed knowledge of current legislation, policy and strategies relating to planning, development, transport, construction and highways.
- To assist in the identification of and subsequent securing of outstanding Section 106 funding associated with highways and transport service or infrastructure delivery.

- To develop and maintain accurate records detailing the Council spend on section 106 funded infrastructure delivery and assist in producing an annual report compliant with the Community Infrastructure Levy Regulations 2019.
- To develop and actively encourage partnership working with organisations, teams (internal and external), Local Planning Authorities and communities to ensure access to and scheme delivery of highways and transport related Section 106 funding.
- To provide input into council strategies and guidance to ensure corporate objectives of the County Council can be met.
- To produce management and committee reports, technical documents and statistics in relation to Section 106 funded infrastructure proposals.
- To undertake any other duties commensurate with the general level of responsibility of this post.

Accountabilities

Select appropriate procedures to independently carry out more complex technical tasks of an increasingly higher risk nature (e.g. designs, inspections, assessments, analyses) to produce the required technical output (e.g. identification of suitable scheme proposals)

Undertake specialized technical and analytical support activities to assist professional colleagues in delivering more complex services.

Collate and analyse technical data from a variety of sources and interpret findings for review by more senior colleagues. May include producing ad hoc reports or project work.

Provide information, advice and guidance to customers by interpreting established procedures, using technical experience and by applying best practice within the field.

Provide on the job training, mentoring and guidance to less experienced members of staff to ensure they are able to develop the necessary skills to deliver in their role.

Regularly communicate with other agencies and service providers to share information, build working relationship and to ensure joined up service provision.

Suggest improvements to current working methods to contribute to improvements in service delivery.

Skills and Experience

Recognised vocational or professional qualification in Civil Engineering, (e.g. HNC in Civil Engineering) with broad experience in construction design / delivery. Alternatively significant experience in working in the construction or development and transport sector.

Detailed knowledge of service area and relevant working systems, equipment IT software, plus an awareness of council policies and services related to highways and the development support process.

Understanding of relevant legal agreements and the process used in relation to development.

Analytical skills and problem-solving capability.

Ability to informally train and mentor less experienced staff.

Ability to influence others based on technical and/or professional expertise.

Ability to build and maintain effective networks and relationships.

In addition to the skills, knowledge and experience described above the successful candidate may be required to undertake duties of a lower grade role as appropriate.

Performance Indicators:-

Quality of own work against legal, safety and best practice standards.

Adherence to internal/external quality standards.

Adherence to policies and procedures.

Accuracy and timeliness of information recording and processing.

Customer and stakeholder feedback.

Lancashire County Council
Person Specification (Grade 8 – Technical/Professional)

Qualifications:		
<p>Recognised vocational qualification plus broad experience in area of expertise</p> <p>OR</p> <p>Working towards a professional qualification with sound practical experience</p> <p>OR</p> <p>Graduate entry level with sound practical experience</p> <p>OR</p> <p>Technical training through experience in area of expertise</p>		AF
Experience:		
Experience of working independently with relevant specialised systems, equipment and/or IT software.	E	AF/I
Knowledge and Skills:		
<p>Detailed knowledge of own service area and relevant working systems, equipment and/or IT software, plus an awareness of council policies and services related to the role.</p> <p>Analytical skills and problem solving capability.</p> <p>Ability to informally train and mentor less experienced staff.</p> <p>Ability to influence others based on technical or professional expertise.</p> <p>Ability to build and maintain effective networks and relationships</p>	E	AF/I
Other (including special requirements)		
<ol style="list-style-type: none"> 1. Commitment to equality and diversity 2. Commitment to health and safety 3. Display the LCC values and behaviours at all times and actively promote them in other 	E	I