**Job Description**

***Development Control Assistant Engineer***

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| **Service:** | Highways | **Team:** | Development Control | |
| **Location:** | Cuerden | | | |
| **Salary range:** | £29,577 - £33,782 | **Grade:** | | 8 |
| **Reports to:** | Development Control Team Leader (Glenn Robinson) | **Staff responsible for:** | | None |

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| **Job Purpose** |
| A technical role to support the Chorley / Fylde / Wyre team leader in examining planning proposals and providing professional advice to Developers and Local Planning Authorities in Lancashire.  The Assistant Engineer will work independently in delivering both pre-application highway advice to perspective developers and formal highway responses within the planning process to Local Planning Authorities on proposals considered to be major developments with a moderate degree of complexity potentially being medium to high risk in nature.  The Assistant Engineer will provide technical support to other colleagues within the team and assist in the examination of more complicated or higher risk proposals.  The Assistant Engineer will be required to work with other teams within the Highways Service to help ensure a seamless delivery of service and response to enquiries and / or complaints.  The post holder will be required to be flexible and to contribute to activities and tasks, at an appropriate level, as and when business need dictates. |
| **Accountabilities/Responsibilities** |
| **KEY TASKS –**   * Providing highway advice and guidance, including pre-application advice to developers with regards new development proposals. * Make formal comment on the highway and transport implications of planning applications to relevant Local Planning Authorities. * Represent the County Council as a lead Officer and help provide highway input into emerging development plans in Lancashire. * Assist in developing policies, schemes, strategies and guidance to improve County Council processes and procedures and management of the highway network. * Prepare reports to cabinet members, chief officers and committees. * Help develop new approaches and methodologies. * Assist in responding to Parish, District County Councillor and MP correspondence. * Establish and maintain effective working relationships, information exchange and communication with Local Planning Authority colleagues. * Represent the County Council in a diligent and professional manner. * Keep abreast of changes to national and local policy, issues, legislation, research and good practice. * 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 their role. * Undertake any other duties commensurate with the general level of responsibility of this post. |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

P**erson Specification**

***Development Control Assistant Engineer***

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * Relevant vocational qualification such as in Development Control, Transportation, Highway Safety or Planning with broad experience in area of expertise; **OR** * Technical training through significant experience in the Development Control Transportation, Highway Safety, or Planning sectors; **OR** * Working towards a professional qualification such as Civil Engineering HNC with sound practical experience; **OR** * Graduate entry level with sound practical experience. **(essential).** |
| * Professional qualification, membership of a professional body or working towards **(desirable)** |
| **Essential experience** |
| * Experience of working to deadlines and independently managing personal workloads. * Experience of partnership working and maintaining links. * Experience of influencing decision making through effective communication both written and verbal. * Experience working in a highway, transportation, planning or similar environment. * Experience of working independently with relevant specialised systems, equipment and/or IT software. |
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| **Essential knowledge, skills & abilities** |
| * Detailed understanding of the actions required of the Development Control Team to meet statutory duties relating to the planning process. * Experience of undertaking analytical duties in a day to day role. * Strong verbal and written communication skills including the preparation and presentation of information and reports tailored to suit a particular audience. * Effective communicating and influencing skills, able to present information and arguments clearly and convincingly. * Broad understanding of highway legislation and planning policy including the Highways Act 1980 and the National Planning Policy Framework. * Highly motivated and able to work independently and manage own workload using own initiative and also as part of a team. * Experience of working in a customer focused environment. |
| **Desirable experience, knowledge, skills & abilities** |
| * Knowledge of the Section 278 (Highways Act 1980) process and delivery of off-site highway works. * Knowledge of the highway adoption process. |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
| * Must be able to travel around Lancashire using public or private transport and be able to attend meetings. * This is an essential car user post.   *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. |

**NOTE:**

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.