

Northumberland County Council
JOB DESCRIPTION

Post Title: Highways Development Management Technical Support Officer		Director/Service/Sector: Regeneration Commercial & Economy / Planning Services / Highways Development Management		Office Use	
Band: 3		Workplace: County Hall, Morpeth and development sites throughout Northumberland			JE ref: 3777 HRMS ref:
Responsible to: Highways Development Management Officers and Technicians		Date: January 2020		Manager Level:	
Job Purpose: To support the delivery of the Highways Development Management service by conscientiously undertaking a range of functions related to the recording, management and monitoring of receipt of planning application / pre-application consultations and dispatch of consultation responses; the filing and management of electronic records of technical documents and correspondence relating to Agreements under S38 and S278 of the 1980 Highways Act; preparing Highways Development Management consultation responses in respect of householder and minor planning applications and pre-application enquiries.					
Resources		Staff N/A			
Finance		Assist in recording and monitoring of fee income derived from Agreements under S38 and S278 of 1980 Highways Act			
Physical		Information Technology systems, planning application consultations and responses, road adoption files and records, technical drawings and specifications, sensitive data including legal contract documents and tenders. Cameras, laptops, electronic devices, mobile phones			
Clients		Members, developers, agents, contractors, public, solicitors, internal and external clients and organisations etc.			
<p>Duties and key result areas:</p> <ul style="list-style-type: none"> ● To assist senior professionals and managers in the delivery of the Highways Development Management service in respect of the timely and accurate recording of information relating to procedures under the 1980 Highways Act and 1990 Town and Country Planning Act and associated legislation. ● To record and monitor consultations by the Local Planning Authority in respect of planning applications and pre-application enquiries. ● To record and monitor Highway Authority responses to consultations by the Local Planning Authority in respect of applications and pre-application enquiries. ● To respond to consultations by the Local Planning Authority in respect of the highway, transport and road safety implications of householder and small scale development proposals within monitored timescales. ● To assist in recording, filing and managing technical documents and correspondence relating to Agreements under Section 38 and Section 278 of the 1980 Highways Act. ● To assist in recording, filing and managing financial information relating to Agreements under Section 38 and Section 278 of the 1980 Highways Act, including Guarantee Bond and commuted sum calculations and fee income. ● To monitor, respond to and redirect as appropriate emails received in the Highways Development Management generic email inbox. ● Provide technical support to senior staff in respect of the collection and collation of performance management data. ● Contribute to the maintenance of effective communication systems. ● Maintain appropriate work records to the appropriate service standards observing data protection, privacy and confidentiality requirements and procedures. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					
Work Arrangements					
Transport requirements:		Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.			
Working patterns:		Mainly office based but some travel required.			
Working conditions:		Mainly indoors. Occasional exposure to working outdoors.			

Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Good general education with at least 5 GCSEs or equivalent, including English and Maths. A sound knowledge and understanding of Highways Development Management processes and procedures. A sound understanding of the diverse functions of a large, complex public organisation. An active awareness of, and active interest in, current issues in the planning and development context. An understanding of the relationship between costs, quality, customer care, performance and ability to actively manage and monitor progress within the Highways Development Management service. Actively undertaking continuous personal development.</p>	<p>A relevant degree or equivalent qualification. IT qualification.</p>	
Experience		
<p>Extensive experience in using Google and Microsoft applications and databases, planning related IT software and GIS systems, particularly relating to the processing of planning applications and consultations. Understanding of working in a planning related service and environment. An active desire to provide effective customer centred services.</p>	<p>Experience of working in a planning or highway related environment.</p>	
Skills and competencies		
<p>Good written and oral communication skills Effective IT skills and ability to understand and develop the use of IT systems and processes to achieve work objectives. Sound knowledge and understanding of GIS systems. Logical, practical and analytical. Ability to collect, analyse and interpret highways and transport information and data. Ability to communicate technical and planning related information to Members, public, developers, agents. Ability to work with minimal supervision. Ability to work methodically and systematically. Adopts a collaborative approach to work.</p>	<p>Good organisation and time management skills.</p>	

Physical, mental, emotional and environmental demands		
<p>Generally works from a seated or standing position with regular need to walk, bend or carry items. Self-motivated. Ability to time manage complex and intense workloads. Need to maintain general awareness, with lengthy periods of enhanced concentration.</p>		
Motivation		
<p>Dependable, reliable and a good timekeeper. Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. Helps to create and encourage a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Able to work with minimum supervision.</p>		
Other		
<p>Ability to meet the transport requirements of the post.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits