

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			711709
Job Title	(Senior/Principle) Engineer/Transport Planner - Highways Development Management		
Service	Place and Growth, Highways, and transport	Team	Highways Development Control
Location	Shute end/Smart Working		
Reports to	Highways Development Manager		
Responsible for	Highways Development control officers		
Grade			Date
Career Graded Role G8 – G10	Permanent Term Contract Full Time		17/07/2024

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Service Purpose

Place & Growth service encompasses the planning, delivery and maintenance of the built and natural environments in the Borough. The Highways & Transport (H&T) team provides a range of services linked to the planning, delivery for users of the Borough network.

Purpose of the role

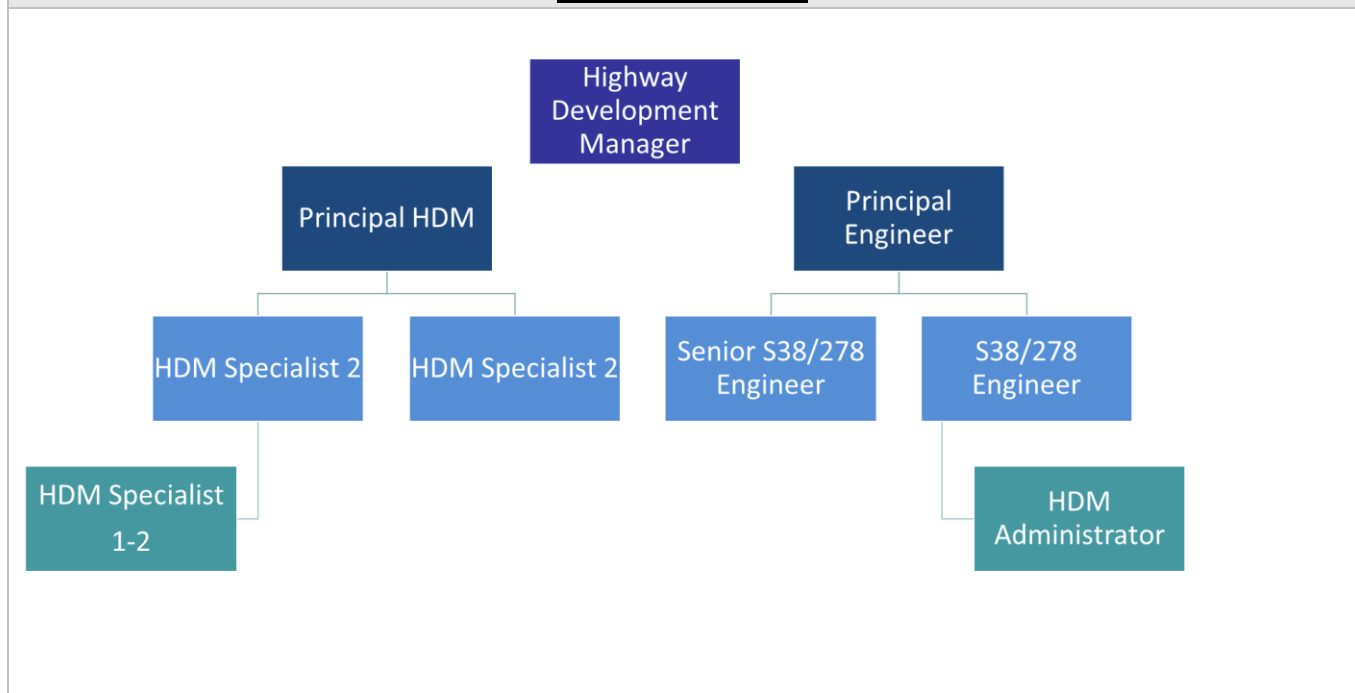
To support and represent the H&T team Highway Development Management team associated with the design, planning and delivery of new highways and streets in the Borough, including representing the H&T service at planning committees and Appeal Hearings/Inquiries.

Main Accountabilities

1	To provide an excellent level of customer service.
2	To advise on the transport implications/highways impacts of pre-application development proposals
3	To assess planning applications including advising and making recommendations on their transportation implications, having regard to Borough policy and to Government policy and advice.
4	To provide high-quality and timely responses to planning consultations.

5	To advise on Transport Assessments and Travel Plans presented in support of development proposals and carry out transport appraisals of development proposals
6	To review Stage 1 Road Safety Audits and ensure that any road safety issues identified are resolved satisfactorily by the developer / designer.
7	Provide assistance and guidance to developers on the Scoping of any TA required, including commissioning and review of strategic transport model outputs from the Borough's (external) modelling team.
8	Carry out site visits to establish how the development will fit into the surrounding highway infrastructure and identify any potential constraints on the development.
9	To negotiate appropriate financial contributions towards transportation services and infrastructure required arising from planning applications
10	To instruct Borough solicitors on highways obligations to be secured within Section 106 agreements and review and advise on draft legal agreements
11	Meet with other officers, developers and their agents where appropriate to discuss issues and seek to find solutions to outstanding problems to facilitate the successful outcome of the planning application
12	To prepare and present evidence to Public Inquiries, Hearings and planning appeals.
13	To represent the Council at Public Meetings and similar events as necessary
14	To prepare and present reports to Council Committees and other bodies when required
15	To respond to written and oral requests from Members or the general public about highway issues arising from development proposals
16	To provide input into the preparation of strategic plans and local plans and assessment of strategic development sites
17	To assist with procedures for the creation of private streets and adoption of highways
18	Supervising other members of the team as necessary and supporting staff generally.
19	Such other duties appropriate to the post as required by the Service Manager.
Supervision Received	Annual Appraisal and Monthly one to one
Supervision Given	Support to The Highways development control officers
Contacts & Working Relationships	Range of internal and external contacts, including management, customers/applicants and external consultants and contractors
Management of resources or budget	Line management of 3-4 staff
Special Factors	Ability to travel to a variety of locations in borough.

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
A level 4 qualification in Civil Engineering or Transport Planning	E	
Bachelor's degree (or equivalent) in a relevant subject.		D
A Master's degree (or equivalent) in a relevant subject.		D
Professional/Chartered Membership of a relevant Institution (ICE/IHT/IHE)	E	
Technical Skills.	Essential	Desirable
Familiar and good working use of core Microsoft applications including Teams, SharePoint, excel, PowerPoint & word. and project	E	
Ability to contribute (Grade 9) and set policies (Grade 10) that will effectively deliver improvements in H&T safety or sustainability	E	

Knowledge	Essential	Desirable
Excellent written and verbal communication skills; able to represent H&T service in external public meetings	E	
Excellent working knowledge of relevant national and international H&T related policies (NPPF) standards (e.g. DMRB, Manual for Streets)	E	
Expert knowledge of street design, with particular focus on the delivery of high-quality streets through the planning process (e.g. 80-200 dwellings, Grade 8; 200-500 dwellings, Grade 9; over 500 dwellings, Grade 10)	E	
Excellent knowledge of traffic and speed management principles to support the delivery of safe highways for all users.		D
Experience	Essential	Desirable
<p>Good/extensive experience in the development planning/management industry, relative to qualifications and grade:</p> <ul style="list-style-type: none"> • Grade 8 3-7 years AND Level 4 Qualification (HNC/Diploma in relevant subject) • Grade 9 7-10 years AND Level 5 Qualification OR Professional Qualification (e.g. I.Eng) • Grade 10 10-15 years AND Level 6 Qualification OR Chartered Professional Qualification (e.g. C.Eng) <p>Greater qualifications and/or directly relevant experience will be considered on a broadly pro-rata basis, up to 25 years of experience in lieu of relevant qualifications.</p>	E	
Extensive experience analysing or interpreting industry software (such as Junctions 10 (Grade 8) LinSig (Grade 9) and modelling platforms (Grade 10))	E	
Extensive experience involved in Major/Strategic developments in the planning process	E	
Experienced Expert Witness, both in the preparation of evidence (Grade 8) and appearing at Hearings (Grade 9) and Inquiries (Grade 10)	E	
Other	Essential	Desirable
Technical: Strong skills and knowledge, undertakes tasks in a cogent manner involving the wider team as needed	E	
Communication: Strong interpersonal skills; ability to communicate, listen and influence all levels of people effectively. Excellent reporting / writing and strong presentation skills	E	
Critical Thinking: Ability to respond quickly to changing circumstances whilst maintaining a clear view of overall priorities. Ability to work under pressure to ensure deadlines are met, whilst maintaining a high quality of work	E	

Team: Excellent team working skills; able to lead, contribute to and collaborate with multi-disciplinary teams in a matrix environment		E	
Leadership: Demonstrates high standards, seeks to exceed client expectations and create a collaborative and supportive environment. Mentoring skills to train and develop other engineers and technicians		E	
Project Management: Results orientated with a strong drive to deliver success, a proven ability to manage small – medium budgets, projects and programmes of work to agreed targets and priorities. Able to make timely, rational decisions with the information available and understands when to seek guidance and support.		E	
Completed by:	Alan Lewis	Date: 17.07.2024	