



Job Description

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.

Post Details	
Job Title	Development and Delivery support officer
Job Reference	710978 & 710979
Service	Place and Growth
Team	Highways and Transport / Engineering Development and Delivery
Location	Shute End/Hybrid
Reports to	Alan Lewis
Responsible for	Highways Development Management specialist (grade 7) and Support officer (grade 5)
Grade	Grade 8
Contract Type	Permanent
Hours	37 hours

Main Accountabilities	
1.	To advise on the transport implications/highways impacts of pre-application development proposals
2.	To assess planning applications including advising and making recommendations on their transportation implications, having regard to Borough policy and to Government policy and advice.
3.	To provide high-quality and timely responses to planning consultations.
4	To advise on Transport Assessments and Travel Plans presented in support of development proposals and carry out transport appraisals of development proposals
5	To review Stage 1 Road Safety Audits and ensure that any road safety issues identified are resolved satisfactorily by the developer / designer.
6	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 modelling team.
7	Carry out site visits to establish how the development will fit into the surrounding highway infrastructure and identify are any potential constraints on the development





8	To negotiate appropriate financial contributions towards transportation services and infrastructure required arising from planning applications
9	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
10	To prepare and present evidence to Public Inquiries, Hearings and planning appeals.
11	To represent the Council at Public Meetings and similar events as necessary
12	To provide input into the preparation of strategic plans and local plans and assessment of strategic development sites
13	To assist with procedures for the adoption of highway
14	Supervising other members of the team as necessary and supporting staff generally.

Person Specification	Essential	Desirable
A level 4 qualification in Civil Engineering or Transport Planning	Y	
Bachelor's degree in a relevant subject.		Y
A master's degree in a relevant subject.		Y
Professional/Chartered Membership of a relevant Institution (ICE/IHT/IHE)		Y
Expert knowledge of street design, with particular focus on the delivery of high-quality streets through the planning process (e.g. 80-200 dwellings)	Y	
Excellent knowledge of traffic and speed management principles to support the delivery of safe highways for all users	Y	
Extensive experience analysing or interpreting industry software (such as Junctions 10)	Y	
Experienced Expert Witness in the preparation of evidence		Y





Purpose Details

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 and maintenance for users of the Borough network.
Role Purpose	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.

Supervision and Relationships

Supervision Received	Line Manager
Supervision Given	Technical support by Engineers & Transport Planners
Contacts	Range of internal and external contacts, including Members, Senior Management, customers, carer's, partner organisations, provider organisations etc.

Resources/Budget Management

N/A

Special Requirements

N/A

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N





Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute end or at home

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N





Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/A	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	12/08/2025
Evaluated by:	Malcolm Pinto. Head of Engineering, Development and Delivery

