

JOB DESCRIPTION



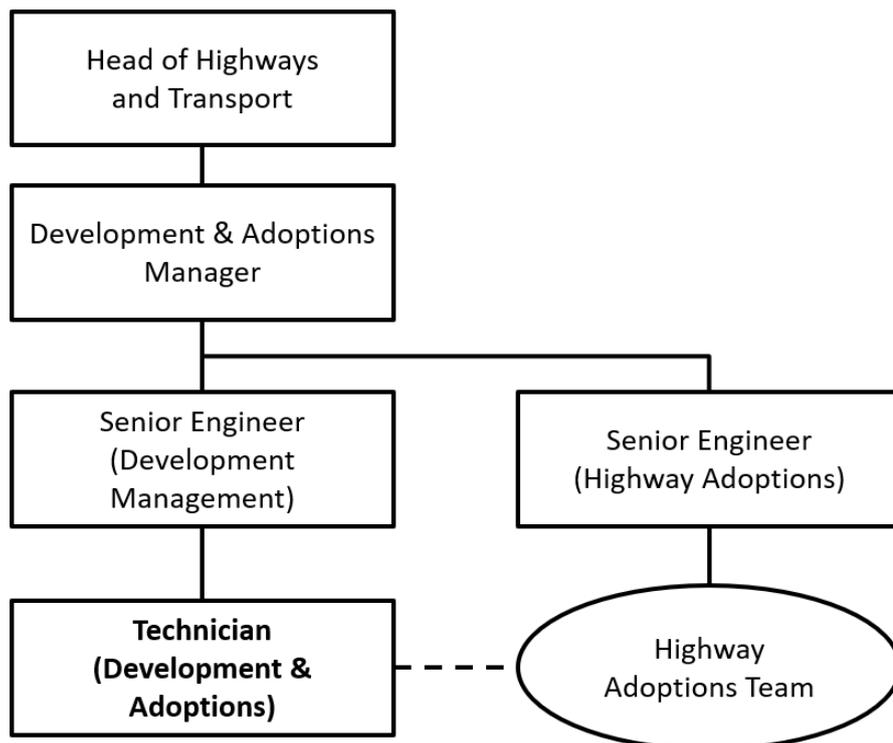
Job Title	Highways & Transport Technician (Development & Adoptions)		
Salary	£23,520-£28,514 Full Time, including London Weighting.		
Directorate:	Place, Planning and Regeneration Directorate	Section/Location:	Highways & Transport Time Square, Bracknell
Grade/Salary Range:	BG-H	Work style:	Homeflex

Key Objectives of the role

- To assist in the determination of traffic and transportation implications and requirements of development proposals.
- To assist in securing necessary highway related improvements through the development management process.

Designation of post and position within departmental structure

The post reports to the Senior Development Management Engineer but also works as a part of a wider Departmental team engaged on development and highway adoptions related work.



Daily and monthly responsibilities

- 1 To develop and maintain a good understanding of national and local policy on transport and development management, and the transport aspects of proposals within the Development Plan.
- 2 To develop and maintain a good understanding of the transport networks, facilities and characteristics of the area.
- 3 To assist in the review of transport assessments, transport statements, drawings and other relevant material received from developers and their consultants.
- 4 To provide advice on the transport impacts of proposed development, and developments' compliance with transport policy, to senior members of the development & adoptions team and to planning colleagues in their work in processing enquiries and applications for planning permission.
- 5 To assist in the preparation of reports and written evidence in relation to planning applications and, where appropriate, for appeals in the planning process.
- 6 To assist in identifying appropriate measures to mitigate the impact of development, to be directly constructed or provided by the developer under relevant legislation.
- 7 To liaise with network and industry colleagues and external professional bodies to develop and maintain knowledge of good practice within the development management field.
- 8 To ensure that allocated day to day correspondence and other communications are dealt with professionally, speedily and effectively.
- 9 To undertake such other work as the Council or the Head of Service may determine which is compatible with the responsibility levels of the post.
- 10 To provide support to and assist the Highway Adoptions Team as required, particularly relating to matters associated with development proposals and associated highway adoption agreements.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

The post holder will have the opportunity to assist the highway adoptions team, and to gain experience in this area, alongside the main development management focus of the role.

Scope of role

1. Working alongside colleagues, the post holder will assist, in a junior role, with the evaluation of development proposals, providing responses on behalf of the Highway Authority to planning applications; in relation to transportation requirements, mitigation measures and highway adoption agreements linked to development proposals.
 2. The post holder must use judgement in applying Council policy to complex and
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sensitive matters.

3. Commitment to the Council's Equal Opportunities policy at all times
4. Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
5. Commitment to Health and Safety

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>A reasonable standard of education including 5 GCSE passes (or equivalent) - including Grade 5 (former Grade C) or above in both English and Maths - or - Completed Level 2 Apprenticeship in Civil Engineering or Transport</p> <p>- and -</p> <p>A genuine interest and commitment to a role in transport, highways and development planning.</p>	<p>Further education relevant to the role, such as:</p> <p>ONC or equivalent in Civil Engineering, or another relevant subject.</p> <p>3 A-levels (or equivalent), including English and Maths</p> <p>International Baccalaureate Diploma</p> <p>Completed Level 3 Apprenticeship in Civil Engineering or Transport</p> <p>Enrolment on the Transport Planning Society Professional Development Scheme</p> <p>CIHT/IHE recognised training in Development Management/Control or Highway Adoptions/S38/S278</p>
<p>Applicants for this post are welcome to apply as an Apprentice (Level 3 or above), either with an established accompanying skills development programme in Transport or Civil Engineering; or seeking to start an accompanying skills development programme in Transport as part of the role.</p>		
Competence Summary (Knowledge, abilities, skills, experience)	<p>Previous relevant experience applying policy and design standards within the field of transport, planning, and/or civil engineering.</p> <p>IT literate</p> <p>Ability to analyse problems and information</p> <p>Ability to respond to deadlines</p> <p>Ability to communicate effectively, face-to-face, by telephone and in writing</p> <p>Good organisational skills</p> <p>Attentive to detail</p>	<p>Previous relevant experience in a transport planning or civil engineering discipline.</p> <p>Adobe Acrobat (pdf) experience</p> <p>AutoCAD experience</p> <p>Microsoft Word and Excel experience</p> <p>Microsoft Teams, OneDrive and SharePoint experience</p> <p>Previous office experience</p> <p>Experience of involvement with public meetings, elected representatives or similar</p>

**Work-related
Personal
Requirements**

Self-motivated, yet also good team player.

Well organised and able to manage own workload.

Enthusiasm for developing a career in the area of highways and transport.

Flexible attitude - willingness to assist and respond to requests and the needs of the service.

Adaptable - prepared to cover a variety of tasks.

Quick to learn.

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

**Other Work
Requirements**

Occasional out-of-hours working (such as attendance at planning committee, which occurs once per month).

Will be required to undertake site visits to proposed development sites and highway works.

Ability to assist, where necessary, with covering office hours of 08:30 to 17:00 Monday to Friday, to ensure that an efficient and available Development & Adoptions service is maintained.

Role models and demonstrates the Council's values and behaviours

One Council



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.