

Role Profile

Job Title:	Development Control Engineer
Location:	Colindale
Department:	Highways Development Control
Directorate:	Environment
Grade:	I
Type of Working:	Hybrid
Reports to:	Senior Development Control Engineer

1. Job Purpose:

The Development Management Team is responsible for the overall delivery of all highway development control schemes in Barnet. The Team provides pre-application advice, approval and monitoring of development related highway works including finalising of legal agreements through to highways adoption of any new highway infrastructure assets constructed. This is a lead role in the assessment of transport infrastructure proposals and other highway impacts of planning applications ensuring compliance with relevant policies and technical standards. The position also requires the ability to negotiate appropriate legal agreements on behalf of the Council in relation to new roads (S38) and existing roads (S278) to mitigate impact of the new development and provide a high-quality highway network.

You will deputise for the Senior Development Management Engineer and support them in their responsibilities to deliver highways development management activities and development stakeholder relationship management. You will support in the achievement of growth and income targets including identification and securing of third-party income. You will also support in highways development management policies and procedures relationships within Development Services. You will also be responsible for effective customer and stakeholder engagement and awareness, providing customer service excellence at all times.

2. Key accountabilities:

- Process highway applications and technical approval under S38, S184, S278 of the Highways Act 1980.
- Process Stopping Up applications, Highway Licences, Projection Licences and technical approval under the Highways Act 1980 and Town and Country Planning Act 1990.
- Provide highways advice on impacts of new planning applications on highway network.
- Technical approval of Highway submissions to ensure conformity with the current regulations, standards and specifications.

- Liaise and negotiate with Legal Services and third parties on applications under S38, S278, Stopping Up Orders and other Licences in connection with the highway's development management schemes.
- Prepare cost estimates for highway works associated with development management schemes.
- Attend meetings, technical groups and stakeholder forums as required and represent the Highway Authority in meetings with developers and other public sector officers.
- Provide professional advice to developers on highway design and construction issues.
- Visit sites to inspect works to ensure they are in accordance with approved drawings and specifications, and to provide engineering solutions to problems.
- Create and maintain a database of applications and financial income / bonds / deposits received by the Development Management Team.
- Carry out duties with due regard to Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
- Prepare letters of varying complexity, dependent on the post holder's grading, including assisting with letters on policy matters, proof of evidence, technical reports, briefs for consultants and other documents of all complexities as may be required.
- To liaise and deal courteously and in line with policy with all enquiries from elected Members, members of the public and stakeholders to deliver service excellence.
- To facilitate positive and collaborative ways of working across the service
- To ensure compliance with all Health and Safety legislation and associated codes of practice
- To carry out all duties with due regard to Customer Care, Equalities, Information Governance, Data Protection, GDPR, and Financial Regulations
- To deliver, at all times, a professional technical service aligned to the Council's wider objectives, responding to customers' needs and the principles of continuous improvement.
- To take ownership of personal training and development needs, completing all specified training to standard and to time, and keep up to date with latest industry developments.
- Undertake any other duties commensurate with the general level of responsibility of this post.

3. Financial Responsibilities:

- Maintain daily, weekly and monthly records to monitor and maintain the relevant budget

- Assess and review development works to ensure they meet the criteria for the budget allocated
- Review, manage and calculate deposits/bonds/fees etc.
- Review of invoices and payment allocations
- To support on the reporting of financial statistics, measures and performance to ensure monthly reporting is accurate and delivered in a timely manner.

4. Health and Safety Responsibilities :

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements.
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
You must be qualified to a minimum of ONC/HNC, ideally Degree level or equivalent in Civil or Highway Engineering / Transportation	Essential	Application/Interview
Experience & Knowledge		
Minimum of 2 years Post-Graduate Experience	Essential	Application/Interview
Extensive experience in managing S38 and S278 projects including technical audits and adoption processes	Essential	Application/Interview
Demonstrate the ability to programme, supervise and monitor a number of projects / applications simultaneously from inception to completion	Desirable	Application/Interview
Knowledge of highways and transport policies and associated working knowledge of legislation.	Essential	Application/Interview
Understanding of the health and safety legislation covering the construction industry	Essential	Application/Interview
Proven track record of monitoring highway works.	Desirable	Application/Interview
Experience of supervising contractors.	Essential	Application/Interview
The ability to set and work to personal deadlines and targets to meet the requirements of programmes of work, to meet clients' needs and to respond to targets set by others.	Essential	Application/Interview
Demonstrable customer care skills.	Essential	Application/Interview
Good budgetary management skills.	Desirable	Application/Interview
Confident in dealing with day-to-day performance issues as they arise.	Essential	Application/Interview
Good working knowledge of Microsoft Office Suite including Word and Excel.	Desirable	Application/Interview

Full driving licence or the ability to travel around the borough on a daily basis	Essential	Application/Interview
Professional behaviours		
Adaptability and flexibility	Essential	Application/Interview
Takes initiative and able to motivate	Desirable	Application/Interview
Able to provide excellent professional/technical advice	Desirable	Application/Interview
Customer focussed	Essential	Application/Interview
Ability to interact with clients both internal and external	Desirable	Application/Interview
Understand the importance of performance management and the use of utilisation tools/methods	Desirable	Application/Interview
Good written and verbal communication skills	Essential	Application/Interview
Project management skills	Desirable	Application/Interview
Awareness of budget and cost control	Desirable	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		

Caring for **people**, our **places** and the **planet**

Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Desirable	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview