



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Transport Development Management Engineer	Role Profile Number: SBC_11600
Grade: R	Date Prepared: 23/11/2022
Directorate/Group: Economy & Development	Reporting to: Service Manager Asset and Transport Development Management
Structure Chart attached:	No

Job Purpose

Under the general management of the Service Manager – Asset and Transport Development Management be responsible for providing an effective service covering all aspects of Transport Development Management across the Borough. From initial inquiry, through the planning process, to the adoption of new transportation assets. Responsibilities include interpreting, advising and applying national and corporate guidance to help formulate the Council's Policy & working practices in the delivery and management of the professional and technical services provided by the team and to carry out shared line management responsibilities for up to two technicians.

Key Accountabilities

- Examine and assess planning applications and provide the formal response and recommendations on behalf of the Local Highway Authority within the planning BVPI standard time period. Planning applications range from minor (a single dwelling) to major applications with significant transport impact, e.g. housing estates up to several hundred dwellings, retail parks, industrial developments and business parks. Visit and inspect sites of applications and pre-application enquiries to assess the potential transport implications and to check the accuracy of details provided.
- Provide expert professional advice and guidance to planning officers, developers, agents and internal consultees on transportation issues and requirements to achieve quality designs.
- Agree to and justify acceptable departures from standards having regard to highway safety and sustainability.

- Negotiate with developers, agents and other Council officers with respect to transportation aspects of planning applications and legal agreements. This includes the extent of highway works and new highway required, financial contributions towards highway infrastructure, public transport, cycling and pedestrian facilities, and the instigation of Travel Plans.
- Analyse Transport Assessments submitted by developers/agents in support of planning applications to confirm their accuracy and to determine the impact on the existing highway infrastructure, and assess the measures required to accommodate or mitigate this impact.
- Deal with enquiries and complaints from Borough Councillors, members of the public and other bodies in accordance with SBC standard procedures.
- Prepare expert witness written statements or proofs of evidence and attend public inquiries and hearings as required, on behalf of the Highway Authority, defending recommendations and requirements with respect to planning applications.
- Manage the processing of applications as required in respect of the adoption of new highway and alterations to the existing highway infrastructure pursuant to planning and highway legal agreements (Section 106 and 278 Agreements, Minor Works applications, making use of the Advance Payment Code).
- Responsible for the line management responsibilities of the team technicians, including managing day to day workload, giving advice and guidance as necessary, training and development needs, administer monthly 121's and six-monthly appraisals, manage sickness absence, timesheets and leave provisions and recruitment into posts.
- Manage on behalf of the Transport Development Manager the process for maintaining and updating the Teams technical engineering guidance 'Transport Requirements for Development'. Keeping abreast of national best practice, emerging engineering designs and creating/maintaining links with other Local Highway Authorities.
- Research and analyse national surveys, papers, guidance and advice applying local context. Preparing, managing and delivering a schedule of informal training on this research for the Team.
- Manage, on behalf of the Service Manager, the preparation and consultation on new Supplementary Planning Documents.

- Support the Borough Council with bid, strategy and policy development related to sustainable transport and carbon reductions measures.

Supplementary Accountabilities

- To prepare reports to committee relating to highway and transport matters and to provide information to working parties, commissions and project teams as appropriate.
- Where necessary, attending evening meetings outside normal working hours.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough.
- To respond to requests and queries from Council Members and members of the public, in a helpful and constructive way.
- Establish good communication in relation to senior staff and management.
- Ensure that personal and individual team members training needs are identified and discussed with the Service Manager.
- Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community.
- In accordance with the provision of Health & Safety at Work Act 1974, take responsible care for the health and safety of myself and other people who may be affected by acts or omissions at work. Also co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the level of the post.
- To participate in the recruitment, selection, training and discipline of staff.

Knowledge & Experience

Essential:

- Significant proven experience on major transportation projects
- Technical knowledge of highway design and construction standards

- Full understanding of relevant planning and highway legislation/policies and their application for example, the planning process, s278, s106, s38, commuted sums, Advance Payment Code.
- Significant experience of assessing transportation impacts on a strategic and local level
- Writing clear, cogent and plain English report on complex issues, drawing evidenced conclusions, and making recommendations of behalf of the Local Highway Authority.
- Contributing to and reviewing Policy documents, construction specification and design specification.
- Engaging in financial negotiations, undertaking research, analytical assessment and evidenced conclusions to support mitigation packages.
- Work under significant timeframe and financial pressures.
- Ability to communicate effectively with technical and non-technical audiences. Ability to do so orally and written to convey information accurately and concisely with diplomacy, tact, sensitivity and assertiveness.
- Managing others and own workload, leave, absences, appraisals and advising and guiding other on work issues.
- Understand and interpret technical drawings and information.
- Possess good IT skills
- Ability to undertake site visits to construction sites, knowledge of Health & Safety, Road safety Audit procedures and the principles of CDM regulations.
- Undertake duties above for both minor and strategically complex issues with little management supervision.

Desirable:

- Giving expert witness evidence and cross examination

Qualifications

- HND/HNC level qualification or compensatory experience in civil engineering, transportation or related discipline.
- Member of the Institution of Highway Engineers, Chartered Institute of Highways and Transport, Chartered Institute of Logistics and Transport, Institution of Civil Engineers or equivalent, or ability to join.

Decision Making

- Prepares advice and makes decisions on behalf of the Council on a daily basis, concerning all matters within this work area, referring to the Service Manager only where that advice may have political repercussions or major deviations from policy.

- Makes decisions on the highways impact of planning applications and other submissions that have the potential for a significant and lasting impact on communities and have the ability to compromise the Councils ability to effectively manage and maintain the public highway.
- Makes decisions on the daily prioritisation of workload to ensure statutory deadlines are met for the team.
- Prepare advice and recommendations for Council policy and how to interpret and apply research on Transport Development issues.

Creativity and Innovation

- The post holder is frequently required to use their own initiative, experience and judgement in assessing the acceptability of innovative and experimental mobility solutions that fall outside of current guidelines and is required to seek through their own initiative and creativity, workable solutions to highway and transport issues.
- Assisting with the creation of design guidance and future working practice
- The resolution of problems is often unique to individual assets and creative and innovative solutions are often explored in the search to provide Best Value. In addition, tight deadlines and other targets often prompt creativity and innovation but always staying within the bounds of accepted good practice
- The job requires continual professional development to ensure an awareness of the development of new professional and industry practices and needs to apply this in an informed manner in order to support the Council’s overarching aims and objectives.
- Will be expected to operate at a level where they will deal with complex areas and will be required to propose, develop and initiate more innovative solutions in order to represent corporate aspirations and the Council’s overarching aims and objectives.
- Present information in a meaningful way to various audiences

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Consultation responses as appropriate 	<p>Budget Holder</p> <p>Responsibility</p>	<p>No</p> <ul style="list-style-type: none"> • Ensure accurate and timely responses to service users and stakeholders.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

Contacts and Relationships

- The post holder communicates at a high level, both orally and in writing, with an extensive and varied range of contacts in order to provide professional advice or exchange information. The work entails daily contact with colleagues in Development Management; planning officers; other SBC specialist highway and traffic engineers; developers; agents; architects; transport consultants and contractors; Regular contact occurs with Councillors and members of the public.
- Detailed advice, assessment and evaluation of planning applications are often given where the outcome may not be straightforward and can be contentious or complex. Therefore the post holder requires tact and sensitivity when dealing with members of the public regarding the status of legal agreements and planning proposals. It is also necessary to use tact and persuasion when communicating with developers, agents and other external bodies to negotiate for highway contributions and improvements.
- Written and verbal communication with the public, Members, officers, developers and external consultants on routine basis
- Verbal communication is integral to this post and will involve constant communications with member of the team and will include 1 to 1 and team meetings and with individuals and groups external to the team. Verbal communication externally is required when discussing issues and when working with our partners. Speaking with member of the public and Councillors can be a daily occurrence. In all cases it is vitally important that the communication is accurate and is understood by the receiver.
- The post holder will be expected to deal with senior staff within the Council and its partners, and with reference to Council policy, aims and objectives when conducting meetings and negotiations, etc. will be required to have greater understanding and ability to apply these policies in an informed manner.

Other Key Features of the role

It will also require dealing with contractors and members of the public in a professional manner.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	