

Job Title: Highway Agreements Manager	Role Profile Number: HI012
Grade: R	Date Prepared: 10 November 2017
Directorate/Group: Economy & Development - Strategic Transport	Reporting to: Service Manager - Transport Development & Streetworks Management
Structure Chart attached:	No

Job Purpose

Under the general management of the Service Manager – Assets & Transport Development Management be responsible for providing an effective service covering all aspects of Transport Development Agreements across the Borough. Provide Technical Approvals of Highway Works which can range from a pedestrian crossing to major infrastructure delivery for urban extensions. . 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 four team members.

Key Accountabilities

1. Provide comprehensive engineering advice on developers’ highway design and construction proposals in line with national standards and Council policy, so as to achieve technical approval for the drawings and specifications which will form the basis of proposed highway infrastructure agreements (under Section 38 and 278 of the Highway Act 1980).
2. Provide advice on Transport Development matters from initial enquiry through to the Technical Approval and adoption process.
3. Carryout detailed design audits, site inspections and the adoption of new transportation assets.
4. Ensure that inspection of construction of new/improved transport infrastructure improvements and testing is carried out in compliance with permissions, materials/workmanship standards and approved technical drawings is carried out in an appropriate manner and that highway adoptions take place efficiently.

5. Arrange/carry out site inspections and ensure that all works are carried out in a safe manner and in accordance with current regulations, legislation, codes of practice, and having regard to highway network conditions within the borough.
6. Provide expert professional advice and guidance to planning officers, developers, agents and internal consultees on transportation issues and requirements to achieve quality designs.
7. Agree to and justify acceptable departures from standards having regard to highway designs, highway safety and sustainability.
8. Negotiate with developers, agents and other Council officers on all Transport Development design and construction works, and associated legal agreements
9. Deal with enquiries and complaints from Borough Councillors, members of the public and other bodies in accordance with SBC standard procedures.
10. 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 38/278 Agreements, Minor Works applications, making use of the Advance Payment Code).
11. Calculate Bond and commuted sums required for the each development scheme.
12. Instruct the Borough Solicitor to prepare and enter into legal agreements with developers for completion of highway works to the satisfaction of the Authority. Initiate enforcement action as necessary where a developer is in default.
13. Agree work's completion, maintenance periods, formal inspections and remedial works.
14. Advise/instruct on adjustment of performance Bond held according to progress.
15. Compile full highway adoption files for future records.
16. Day to day management of the Section 38 trading account with a value circa £1.5million.
17. Responsible for the line management responsibilities of the team members, including managing day to day workload, giving advice and guidance as necessary, health & safety, training and development

needs, administer monthly 121's and six-monthly appraisals, manage sickness absence, timesheets and leave provisions and recruitment into posts.

18. To provide expert professional advice with regard to transport development matters to Council Officers and developers.
19. Manage on behalf of the Service Manager – Assets & Transport Development Management the process for maintaining and updating the technical engineering guidance Transport Requirements for Development recommending and undertaking updating, research and public consultation where appropriate. Keeping abreast of national best practice, emerging engineering designs and creating/maintaining links with other Local Highway Authority's.
20. 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.
21. To assist the Service Manager in monitoring and review of the operation of the Highway Agreements team to achieve maximum efficiency and high customer service.
22. Deputise for the Service Manager – Assets & Transport Development Management at a local, regional and national level including the day to day running of the Team where required.

Supplementary Accountabilities

1. To prepare reports to committee relating to highways matters and to provide information to working parties, commissions and project teams as appropriate.
2. Chairing meetings, attending evening meetings outside normal working hours.
3. Ability to make site visits throughout the Borough and attend meetings outside the Borough.
4. To ensure compliance with Standing Orders, Financial regulations and all relevant legislation in so far as activities within the street lighting and traffic signals team.
5. To respond to requests and queries from Council Members and members of the public, in a helpful and constructive way.
6. Establish good communication in relation to senior staff and management.

7. Ensure that personal and individual team members training needs are identified and discussed with the Service Manager – Assets & Transport Development Management.
8. Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community.
9. Ensure that the quality assurance systems applied to the Group are adhered to, monitored and reported as required.
10. 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.
11. Undertake any other duties that can be accommodated within the level of the post.
12. To participate in the recruitment, selection, training and discipline of staff.

Knowledge & Experience

1. Significant proven experience of technical approval of major transportation projects under under Section 38 and 278 of the Highway Act 1980.
2. Technical knowledge of highway design and construction standards
3. Full understanding of relevant planning and highway legislation/policies and their application for example, the planning process, s278, s106, s38, the Highways Act, commuted sums , Advance Payment Code.
4. Significant experience of assessing transportation impacts on a strategic and local level
5. Writing clear, cogent and plain English report on complex issues, drawing evidenced conclusions, and making recommendations of behalf of the Local Highway Authority.
6. Contributing to and reviewing Policy documents, construction specification and design specification.
7. Giving expert witness evidence and cross examination
8. Engaging in financial negotiations, undertaking research, analytical assessment and evidenced conclusions to support mitigation packages.
9. Work under significant timeframe and financial pressures.
10. 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.

11. Managing others and own workload, leave, absences, appraisals and advising and guiding other on work issues.
12. Understand and interpret technical drawings and information.
13. Computer literacy in word processing, databases, spreadsheets, GIS and presentation packages (required for day to day undertakings of the job).
14. Ability to undertake site visits to construction sites, knowledge of Health & Safety, CDM regulations.
15. Undertake duties above for both minor and strategically complex issues with little management supervision.

Qualifications

1. Ideally you will have a degree in Civil Engineering or related discipline. Alternatively, HND/HNC level qualification or compensatory experience in civil engineering, transportation or related discipline.
2. NRSWA Streetworks supervisor accreditation
3. Member of the Institution of Highway Engineers/Chartered Institute of Highways and Transport/Institution of Civil Engineer or equivalent, or ability to join.

Decision Making

1. Prepares advice and makes decisions on behalf of the Head of Highways & Transport 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.
2. 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.
3. Makes decisions on the daily prioritisation of workload to ensure statutory deadlines are met for the team.
4. Prepare advice and recommendations for Council policy and how to interpret and apply research on Transport Development issues.

Creativity and Innovation

1. The post holder is frequently required to use their own initiative, experience and judgement in assessing the acceptability of innovative and experimental road layouts that fall outside of current guidelines and is required to seek through their own initiative and creativity, workable solutions to highway issues
2. Assisting with the creation of design guidance and future working practice

3. 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
4. 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.
5. 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.
6. Present information in a meaningful way to various audiences

Contacts and Relationships

1. 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 the Transport Development & Streetworks Team; planning officers; other SBC specialist highway and traffic engineers; developers; agents; architects; transport consultants and contractors; and regular contact occurs with Councillors, internal and external solicitors, members of the public and Thames Water.
2. Detailed advice, assessment and evaluation of development proposals 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 development works. It is also necessary to use tact and persuasion when communicating with developers, agents and other external bodies to negotiate for highway detailed design solutions.
3. Written and verbal communication with the public, members, officers, developers, environment agency and external consultants on routine basis
4. 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 and also with contractors on site as it is with Business Unit's wide client base. 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.
5. 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

- Regular outside work attending highway sites.
- Physical fitness to attend site of uneven terrain, construction sites.
- All Jobs have the responsibility to comply with the Directorate Health & Safety Policy and with Swindon Borough Council’s Policy on Diversity and Investors in People.
- The post-holder is required to implement and/or monitor quality assurance initiatives and standards for the effective and efficient provision of services within the team and provide quality service to all customers taking every opportunity to enhance the image and reputation of the Council.

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