



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Technician	<b>Role Profile Number:</b> ES52
<b>Grade:</b> M <b>Salary:</b>	<b>Date Prepared:</b> 12 <sup>th</sup> December 2013
<b>Directorate/Group:</b> Communities & Housing Planning, Regulatory Services and Heritage – Transport Planning, Development & Street Works Management	<b>Reporting to:</b> Principal Transport Manager Major Developments
<b>Structure Chart attached:</b>	

### Job Purpose

1. To assist in the assessment of the transport implication of planning proposals, making appropriate recommendations and decisions within the framework of government and council guidelines and policies and taking advice from other officers.
2. To provide an effective service for the adoption of and improvements to roads through the Highways Act and negotiating financial contributions through the Planning & Compulsory Purchase Act.
3. To provide a high quality service to all customers of Transportation Services both within and outside the Council, taking every opportunity to enhance the image and reputation of the Council.

### Key Accountabilities

1. To assess the full range of planning applications received up to medium size (approximately 50 dwellings) and to provide a written report for each application ensuring that national, regional and local advice is followed.
2. To assist other team members as required with assessments of major applications.
3. To represent the Local Highway Authority in the Local Planning Authority's defence of decisions through Written Representations and under supervision Informal Hearings.

4. To provide advice on a day-to-day basis about development constraints and opportunities within the Borough.
5. Undertake site visits, establishing visibility splays, road widths, footway widths etc to verify details in submitted plans and identify constraints or opportunities of the site. This usually involves lone working.
6. Negotiate highway improvements and financial contributions from the developer.
7. Calculate cost estimates of highway works for highway agreements and Advance Payment Code purposes to determine costs payable by developers.
8. Check technical drawings and plans submitted by developers for highway agreements and minor works licences to ensure highway works are designed to SBC standards.
9. Instruct the legal department to begin drafting of agreements and provide heads of terms.
10. Assist in analysis of Transport Assessments and Travel Plans submitted by developers in support of planning applications.
11. Attend meetings on behalf of Transport Development Management and advise on highway matters discussed with developers, Councillors, members of SBC and other agencies.
12. Respond to highway enquiries/complaints from Borough Councillors, members of the public and other bodies within 10 working days.

### **Supplementary Accountabilities**

13. Identify and administer the Advance Payment Code under supervision of the Senior Engineer.
14. Coordinate inspector's reports on the progress of highway works enabling formal adoption of new/modified highway.
15. Provide updates on financial progress of highway agreements to finance department on a monthly basis.
16. To develop and maintain appropriate service contacts and linkages throughout Service Delivery Directorate, other Directorates of the Council and the private sector in furtherance of Transport Development Management.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

1. Good communication and administration skills.
2. Ability to make site visits.
3. Higher education or compensatory experience of Transport Development Management.
4. Evidence of IT skills.
5. Sound understanding of reading maps and interpreting plans.
6. Ability to manage day-to-day workload and competing priorities.
7. Proven ability to communicate effectively both orally and in writing, and to convey information accurately, concisely in plain English. These skills include diplomacy, sensitivity, tact, assertiveness and negotiating skills.

### **Qualifications**

1. 5 GCSE's Grade C and above (or equivalent) including Maths, Science and English.
2. Higher education or compensatory experience of Transport Development Management.

### **Decision Making**

1. National and local policy relating to congestion, sustainability, infrastructure and highway safety is used in order to make decisions on the acceptability of planning applications on a daily basis. The post holder will frequently be required to use their own judgement, as well as to be able to judge when to ask for assistance.
2. Decisions made on planning applications, other submissions and the input into legal agreements have the potential for a significant and lasting impact on neighbourhoods. Decisions have the ability to compromise the Council's ability to effectively manage and maintain the public highway. There is the need to decide the prioritisation of workload.
3. The post holder will be expected to deal with more complex issues and also receive less management supervision as their experience progresses.

## Creativity and Innovation

1. When evaluating applications the post holder will need to seek through their own initiative and creativity with guidance from senior highway officer's workable solutions to highway issues.
2. The post holder will be expected to deal with more complex areas and will be required to propose innovative solutions they will also be required to assist in the creation of design guides and future working practices.

<b>Job Scope</b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> None	<b>Responsibility</b>	Nil
<b>Typical tasks supervised/allocated to others</b> As the post holders experience and knowledge allows they will be encouraged to supervise more junior staff.	<b>Asset Responsibility:</b>	The post holder will be provided with all the necessary safety equipment to make site visits, etc and will be responsible for its safe keeping, as well as ensuring new equipment is provided by the Council if it is damaged.

## Contacts and Relationships

1. The post holder has regular contact with senior highway officers whilst carrying out technical design checks and coordinating highway comments to provide information to developers and the planning authority. There is also frequent contact with planners, developers, agents and the general public.
2. Detailed advice, assessment and evaluation of planning applications are made where the outcome may not be straightforward. Some matters may be contentious or complex. The post holder requires tact and sensitivity when dealing with members of the public regarding status of agreements and planning proposals. They also require tact and persuasion when dealing with developers, agents and other external bodies in order to negotiate better design and contributions for highway improvements.
3. As the post holders experience and knowledge allows they will be expected to deal with progressively more senior staff within the Council and its partners. When inputting into legal agreements the post holder also has contact with the legal department and external solicitors.

## **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behavioural style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders.

### **Resilient: We are forward thinking and work intelligently**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

## **Other Key Features of the role**

- Regular outside work attending highway sites
- Physical fitness to attend site of uneven terrain, construction sites

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	