**ROLE PROFILE**

**Role Title: Highway Traffic & Development Engineer**

**Service Group: Environment and Property**

**Accountable to: Team Leader- Traffic & Development**

**Grade: H Competency Level: 2**

**Date: October 2019**

**JE code: JE2006**

**Purpose of job** (outline what, to whom and why)

The Highway Engineer post will be part of the Development and Network Management team, whose primary function is to provide detailed and technical expert highway advice in relation to adoptions and development management as required, to ensure that the highway and transportation networks in Milton Keynes are able to support growth and economic development of the borough.

To provide support in the detailed and technical highway advice to internal and external parties on a wide range of highway and transportation issues related to development and proposed highway improvements on the existing network.

To support Senior Engineer and Senior Management to provide professional expert advice to Members of the council, other council departments, developers, key stakeholders, Town and Parish Councils and other statutory bodies.

To understand and apply Corporate and Service requirements related to the impacts of development and adoptions on the highway network and ensure that works are administered in accordance with the relevant planning obligations.

The job role also involves the assessment and preparation of the design of highway works schemes typically within the range that will be constructed by our Main Contractor. The schemes vary from those highlighted by the Road Safety team such as right turn bans to traffic management schemes to improve traffic flow or to resolve existing issues in the network. The designs are prepared to comply with the latest highway guidance and Council’s standards, specifications and procedures.

**Key Objectives (**list what outcomes are essential)

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| 1 | The Adoptions role involves reviewing the design of highway works submitted by developers engineering consultants, ensuring that they comply with the latest highway guidance and Council’s standards, specifications and procedures including horizontal and vertical alignment, materials, traffic signing.  |
| 2 | Certifying that proposed design schemes have approved safety audits and consulting with specialists such as street lighting, structures and traffic management.  |
| 3 | Liaise with consultants, contractors and developers to ensure compliance with MKC standards. Agree variations to the approved designs and specifications during construction. |
| 4 | To undertake site inspections to confirm that constructed works comply with approved engineering drawings and documents.  |
| 5 | To process enquiries and submissions relating to Section 278 and 38 agreements using established office practices and procedures. |
| 6 | To evaluate submissions to determine fee and Bond levels |
| 7 | Developing briefs, feasibility studies and undertakes design and implementation of schemes, for small and medium sized projects, including designing using specialist IT software, such as AutoCAD, Auto- Track and Map-Info. |
| 8 | Assisting with the design and inspection of projects, working drawings and documents for projects of varying complexity. |

**Scope (**outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

**People**

This role is a key position within the Development and Network Management Team and is responsible for assessing and advising on the transport impact of new development in and around Milton Keynes.

The role holder will manage a team of up to 2 staff and will be required to develop contact with a wide range of professionals both internally within the council and externally. This will involve giving expert advice, opinion and recommendations specifically in relation to the highway design and agreements relating to the adoption of new highway.

The role holder will need to persuade other officers, planning colleagues, developers, consultants and other highway authorities to understand and give weight to their professional opinion thereby influencing final decisions, particularly those decisions made as a Local Planning Authority.

Internally the role has a wide variety of contacts including frequent contact with elected members and senior officer level.

Externally the role will provide expert advice to planning applicants, consulting engineers, planning agents, developers and others on a wide range of highway issues in relation to complex and strategic development proposals, such proposals being significant in terms of the local economy and continued growth of Milton Keynes.

On a daily basis the role holder will need to demonstrate expert knowledge of the highway design and adoption process in order to persuade applicants away from pre-conceived concepts and influence them towards agreeable negotiated solutions thus contributing towards the final decision making process.

Liaise with officers in the Highway, Planning and Transport Policy sections of the council to discuss and agree solutions that best protect the local highway network in light of impacts from proposed development.

The role holder is required to attend:

* Local town and parish council meetings to provide advice, guidance and expert professional opinion.
* Exhibitions and workshops with residents and local stakeholder groups to provide advice, guidance and professional opinion.

The role holder may be required to regularly attend Development Control Committee and Development Control panel meetings.

The role involves the role holder supporting Senior Management to make decisions that will impact on all residents and visitors to Milton Keynes in that the promotion and enabling of sustainable travel alternatives that will benefit the health and wellbeing of large groups of the public.

The role holder will be required to produce technical material to support senior management to make decisions that adversely affect the physical, mental and social wellbeing of individuals or groups of people. This places significant emotional demands on the role holder and may result in the role holder being subjected to verbal abuse and the threat of physical harm from those that have differing views to those expressed by the role holder.

The role holder will be required to make site visits, investigations and inspections some of which will involve active building sites and others that will involve contact with highways carrying high speed traffic. On occasion these visits will need to be made in the evenings and at weekends.

The role holder has direct line management responsibility for a post holder within the Traffic and Development Management (highways) team.

The role holder has responsibility for managing external consultants who from time to time are commissioned to carry out specialist work for the Traffic and Development Management (highways) team.

**Financial**

The role holder will contribute to influence large budgets relating to S278/38 and planning obligations such as S106 contributions. The role does require the post holder to conduct involved negotiations to secure works and to support the future adoption of the highway, such as the provision of new junctions/roundabouts, controlled pedestrian crossings and etc. These negotiations have the potential to be very complex and contentious.

The role holder is responsible for supporting the negotiation of fees related to the commissioning of external consultants who from time to time carry out specialist work for the Traffic and Development Management (highways) team.

The role holder has responsibility for assessing technical submission of significant packages of work in relation to the adoption of new highways

Non-Financial

The role holder has responsibility for managing limited equipment within the team.

**Resources**

This is a key role for assessing and advising on the impact of development of the Milton Keynes highway and transport network. As such the role is significant in forming and upholding the integrity of the highway framework of Milton Keynes and thereby shaping the city’s built environment.

The role holder will ensure that in submitting proposals, developers will adhere to technical requirements and standards and the transport policies laid down in the council’s planning policy and associated documents.

From time to time the role holder will be required to support to manage external consultants to undertake work that requires specialist knowledge, and will be required to ensure that the work is undertaken within time, budget and scope constraints.

**Special Factors**

The post holder is required to make site inspections, attend site meetings and other meetings held away from the normal place of work. The meetings can often be confrontational and an understanding of the management of aggressive situations is required.

The role requires outside lone working and working outside normal office hours including attendance at town and parish council meetings. Lone site visits can include inspections at remote sites and in close proximity to highways carrying fast moving traffic including evening and weekend visits.

**Work Profile** (outline the main areas of responsibility and accountability and competencies)

1. Manage the Council’s Adoptions function within the Traffic and Development Management (highways) team, including the preparation and delivery of the Development Management team plan.
2. Be responsible for the development, formulation and agreement of highways and transportation proposals for development within Milton Keynes as a statutory consultee (Town and Country Planning Act 1990) giving observations and advice to colleagues in Development Management and others on planning applications and other development proposals.
3. Liaise with colleagues and coordinate specialist advice on the long term strategic impact of adoption proposals, formulate measures to deal with the impact at a local level, ensure developer contributions are sufficient to implement proposed mitigation measures and to track receipt of contributions and to advise colleagues accordingly.
4. Process, analyse and interpret traffic data produced by various modelling techniques and to input into transport planning process.
5. Carry out detailed design, site investigations and professional analysis of development proposals and to support to prepare briefings or reports for committees, chief officers, other departments, partners and other external bodies. The analysis requires considerable periods of mental concentration. The role holder will be expected to understand how proposed development work will impact upon it and the improvement measures necessary to mitigate that impact.
6. To support to produce the relevant technical material for Senior Management to represent the council as highway authority at Public Inquiries, Hearings and Magistrates’ Court as expert witness for matters such as planning appeals, land tribunals, compulsory purchase orders and other highway orders.
7. Site activities, such as to undertake site inspections of developer’s works, and to investigate existing underground services and the possible impact on the proposed design.
8. Represent the Council at regular and frequent meetings with developers and key stakeholders.
9. To support to manage consultants and contractors, using the required contractual and tendering procedures to deliver supporting services.
10. To ensure the Team Leader- Traffic and Development Officer receives timely briefings on significant and sensitive issues and deputise where required.
11. To produce technical highway material when required for inclusion in Supplementary Planning Documents prepared by other council departments.

12. Use of own initiative to offer alternative design solutions to those submitted as part of planning applications and in so doing persuade planning applicants of the merits of the proposed alternatives.

13. Participate as a member of the Traffic and Development team at regular meetings and provide input to the delivery of the service plan.

14. Accountable for CDM compliance as Principal Designer where relevant for highway infrastructure schemes in line with the Statutory requirements of the Construction Design and Management Regulations.

**Staff Management**

Direct, train and supervise the work of junior team members including delegating and checking of work, the monitoring of performance and giving appropriate support and guidance to junior team members to ensure a high quality of work, outcomes, customer satisfaction.

**Job Context** (attach the organisation chart(s) relating to the role)

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| Head of Highways  |
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| Development and Network Manager |
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| Team Leader Traffic and Development |
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| Senior Engineer Development |  |  |  |
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| Highway and Traffic Development Engineer |  |  |  |

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| Traffic and Network Technician |  |  |  |

**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | **Level** | **Method of Assessment interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant**  | **Extensive** |
| **SKILLS AND KNOWLEDGE** |  |  |  |  |  |  |  |
| **Technical knowledge and qualifications** | Detailed knowledge of the Highways Act 1980 and associated legislation in relation to Section 38 including the creation and removal of highway rights.Knowledge and application of The Town & Country Planning Act 1990 and associated legislation as well as development control procedures and requirements.Knowledge of highway construction and materials and asset management policy. Knowledge of the processes involved in developing and implementing agreements under the highways Act and planning legislation. Knowledge of all key aspects of highway engineering including traffic management, accident reduction, highway maintenance and road layout standards.Knowledge of relevant current legislation and national transport policy and an ability to remain up to date with current transport planning advice.Knowledge of transport planning principles and an understanding of the issues and tensions surrounding the delivery of an extensive growth programme.Knowledge of Accessibility Modelling and the ability to apply and test different strategies to develop a transport network that is equally accessible to all.Ability to supervise and coordinate output from internal staff and external consultants.Understanding of “political” dimensions and issues surrounding development.Knowledge of Local Authority governance arrangements and procedures. Minimum qualification required is HND in engineering or transport discipline or equivalent.Eligible to be a full member of a relevant professional body (e.g. CIHT, ICE, CILT, IHE)Post Graduate qualification in a related field.Proficient in the use of Word, Excel, Project, PowerPoint and Access.Experience in the application of CDM regulations and of acting as Principal Designer on projects | **Y****Y****Y****Y****Y****Y****Y****Y****Y****Y****Y****Y****Y****Y****Y** | **Y** |  | **Y****Y****Y****Y****Y****Y****Y****Y****Y** | **Y****Y****Y** | **INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW** |
| **Planning and organising work** | Ability to prioritise and programme tasks in order to deliver outcomes to tight deadlines.Methodical and well organised with the ability to produce quality work. | **Y****Y** |  |  | **Y****Y** |  | **INTERVIEW****INTERVIEW** |
| **Planning capacity and resources** | Ability to assess relative priorities and allocate appropriate resources to ensure deadlines are met. |  |  |  |  | **Y** | **INTERVIEW** |
| **Influencing and interpersonal skills** | Ability to produce supporting technical documentation for Senior Management to represent the Council at Public Inquiries, Hearings and at Magistrates Court and to clearly set out the Council’s position on complex planning and highway-related legal matters.Ability to produce draft reports on complex strategic issues and the ability to present them to a range of audiences, including the general public, Members, Senior Managers and fellow transport professionals.Ability to support Senior officers with relevant technical documentation to conduct complex negotiations with developers and their consultants to secure significant levels of transport planning obligations.Relationship building, influencing and communication skills with partners and external stakeholders.Ability to communicate transport-related ideas, principles and strategies to a range of audiences.Ability to apply a range of negotiation and persuasion skills to suit differing circumstances.Ability to represent the Department at internal and external meetings. | **Y****Y****Y****Y****Y****Y** | **Y** |  | **Y****Y****Y****Y****Y** | **Y****Y****Y** | **INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW****INTERVIEW** |
| **PROBLEM SOLVING** |  |  |  |  |  |  |  |
| **Using initiative to overcome problems** | Ability to interpret complex design, and sometimes conflicting data, in order to develop suitable strategies for the delivery of a comprehensive and inclusive transport network.Ability to analyse situations and identify and communicate problems to the Group Manager, suggesting a range of possible solutions.  | **Y****Y** |  |  | **Y** | **Y** | **INTERVIEW****INTERVIEW** |
| **Managing risk** | Ability to undertake risk assessments of design work proposals and to identify and communicate mitigation measures to colleagues, partners and stakeholders.  | **Y** |  |  | **Y** |  | **INTERVIEW** |
| **Managing change** | Ability to assess and monitor internal processes and suggest changes in order to deliver continuous improvement.  | **Y** |  |  | **Y** |  | **INTERVIEW** |
| **ACCOUNTABILITY AND RESPONSIBILITY** |  |  |  |  |  |  |  |
| **Undertakes tasks without supervision** | Ability to work autonomously, manage projects without minimum supervision, whilst delivering to tight deadlines. | **Y** |  |  | **Y** |  | **INTERVIEW** |
| **Managing people** | Ability to demonstrate management, motivation and leadership skills including mentoring and training. | **Y** |  |  | **Y** |  | **INTERVIEW** |
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**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.**

**Other information**

* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours

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| **Signed Job holder**  | **Signed Line Manager**  | **Signed Assistant Director**  |  |
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| **Print Job Holder**  | **Print Line Manager**  | **Print Assistant Director**  | **Date** |