

Job Description

Job Title	Highways Development Control Manager
Grade	EPO2
Reporting To	Senior Network Manager
JD Ref	REG0135P

Purpose

Day-to-day management of the Highways Development Management service leading to the pro-active development of the service in line with corporate, directorate and service level targets and objectives. Managing the assessment of the transportation and highway impact of development proposals, in order to facilitate high quality sustainable development to support the growth of the Council's strategic planning objectives.

Managing the Council's highway development control team in accordance with statutory requirements laid down by the Town and Country Planning Act, ensuring that appropriate responses are made to the Local Planning Authority. Act as lead highways development control officer for the authority at public inquiries, court appearances and as necessary to protect the Council's interests.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Highways Development Management service duties & responsibilities:

- Support the Council's Local Plan and Regeneration strategies and prepare decision reports for the authority's Members and Senior Officers. Regularly reporting on workload, program stages and identification of risk to management.
- Lead on strategic planning by using a clear understanding of planning framework, transportation and regeneration priorities in order to shape Highways development control policy and strategies.
- Act as service lead on Section 38, 106 and 278 agreements, land charges searches, Stopping up orders and technical checks.
- Provide detailed technical advice in respect of Council's requirements of transport assessments including consideration of road safety in support of development proposals.
- Manage the highways development control budgets including maximising opportunities for income generation.

- Manage the Revenue budget for highways development control in order to deliver efficient services within budget and ensure other service groups and associated contractors demonstrate efficiencies in order to reduce costs. Ensuring that where evidenced, developers are required to deliver/fund via the planning system, appropriate highway and transportation improvements through relevant works and/or contributions through Section 106.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Deputise as necessary for the Traffic Network Manager and assist the Senior Network Manager in developing service plans and budget proposals for improvement and efficiencies in the management and delivery of the service.
- Lead and provide professional advice on highways development control matters to ensure that the requirements and objectives of the Council are met in respect of all new developments.
- Supervise staff delivering the Highways Development Control function including direct responsibility for team plans and programmes requiring agreement of long-term service objectives and targets with their teams. Staff within the Highway, Network Development and Public Rights of Way teams will escalate problems through the Highways Development Control manager to make decisions.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Communication, Engagement and Training:

- Provide highly developed knowledge and professional experience in negotiation and collaboration with contractors, developers, external agencies and other local or government authorities in the delivery and improvement of services relating to the effective management of traffic flows on the network.
- Represent Wirral Council and act as Highway Authority lead at magistrates' court, public inquiries, planning appeals, planning committee, site visits, Member briefings, legal proceedings etc, alongside being the lead officer in regard to responses to MP's enquiries, complaints, Freedom of Information requests on behalf of the authority in regard to work within Highways Development Control.
- Proactively encourage all developers and agents to engage with Wirral Council to commence pre planning discussions with an aim to inform concepts and identify matters for consideration at the earliest opportunity.
- Undertake regular and affective liaison with internal colleagues to develop an affective and best value program of work such as Capital Delivery, Development Management, Street Works, Maintenance Teams, Economic Growth, Finance, Legal etc.

Data Analysis and Decision-Making:

- Act as lead officer for highways development control on project boards for work regarding developing highways program delivery and development.
- Manage and lead on processing of highway comments for up to approximately 800 planning applications per annum.
- Ensure that records are maintained utilising the Council's Customer Relations and Asset Management system and provide a clear understanding of highways development control



principles and best practice, to enable optimal decision making on developments which have an impact on the highway network, and to ensure accurate records are retained.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- HNC (or equivalent) in Civil Engineering or related discipline or equivalent qualification or experience.
- Demonstrate a commitment to continuous professional development relevant to this technical area and in general management.
- *Desirable - Degree level (or equivalent) in Civil Engineering, Traffic and Transportation or related discipline.*
- *Desirable - Membership of ICE, IHIE or other relevant professional body*

Knowledge & Skills

- Detailed knowledge of highway development control policies, processes and agreements including S.38 and S.278 at a senior level.
- Knowledge of links between land use planning and transport, including statutory planning processes.
- Highways Development Control and/or transport planning or education techniques at a senior level.
- Detailed knowledge and understanding of civil engineering design standards, practices and relevant guidance.
- Performance management techniques and requirements.
- Principles of customer care and client focused service delivery.
- Ability to inspire, lead by example and encourage teamwork and display leadership qualities to motivate teams and individuals to achieve targets and objectives.
- High level of verbal and written communication skills, including presentation skills.
- High level of organisational, interpersonal, negotiating and influencing skills.
- Able to instigate and manage change successfully.
- Able to work effectively under pressure, responding positively in difficult or urgent situations.
- Ability to develop partnerships with key partners and stakeholders.
- IT skills and awareness of relevant systems.
- Able to produce complex technical documents and reports on highway matters.
- Innovative and adaptable approach with a "can-do" attitude.



- Ability to represent the Service, and Authority at a senior level and provide sound technical advice on highway matters.
- *Desirable – Developing policy and strategies in relation to highways development control.*

Experience

- Wide experience of highways development control issues, including negotiating s106/s278
- Agreements assessing the transport impact of major developments and preparing reports to ensure proper developer contributions to transport infrastructure improvements.
- Experience of working collaboratively with developers, their agents, and contractors.
- Experience of public inquiries and other appeal work.
- Working effectively with politicians, senior officers, outside public and private organisations, transport and other service providers.
- Managing financial and human resources within a multi-disciplined engineering service.
- Continuous improvement, innovation, and review of business processes.
- Creating and fostering a customer focussed culture.
- Managing and delivering day to day operational services.
- Use of office-based ICT packages including databases and Graphic Information Systems.
- *Desirable - Experience of working in Local Government in a similar role.*
- *Desirable - Experience of working with elected members.*

Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Vocational Driving

**Approved By: James Gibbins – Senior Network Manager:
Highways & Infrastructure**

Date Of Approval: 31/01/24

