



Job description			
<b>Job title</b>	Technical Assistant: Highways Development Control		
<b>Grade</b>	F		
<b>Directorate</b>	Regeneration & Economic Development		
<b>Service/team</b>	Highways & Capital Delivery: Development Control Team		
<b>Accountable to</b>	Team Leader: Highways Development Control		
<b>Responsible for</b>	Not Applicable		
<b>JE Reference</b>		<b>Date Reviewed</b>	June 2026

### Purpose of the Job

You will support the delivery of the Highways and Capital Delivery service, helping to manage planning and development-related highway processes and ensuring the safe and efficient operation of the borough's road network. This includes supporting Section 278 and Section 38 Agreements, responding to highway adoption enquiries, maintaining accurate records, and working with colleagues, developers and stakeholders to help deliver infrastructure associated with new development.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. You will support the delivery of the Highways and Capital Delivery service, helping to meet service objectives, manage a varied workload and maintain a high standard of delivery.
2. You will carry out a full range of administrative and clerical tasks, including managing and maintaining project, agreement and street records.
3. You will support development-related highway processes, including Section 278 and Section 38 agreements, and contribute to the consideration of highway matters associated with planning applications.
4. You will respond to enquiries and provide advice to developers, colleagues, contractors and the public on highway adoption, agreements and development-related matters.
5. You will assist with the coordination and progression of highway adoption processes, including coordination, inspections, approvals and associated reporting.
6. You will liaise with Legal and Finance teams to progress highway agreements, including processing fees, commuted sums, bonds (sureties) and securing approvals.
7. You will raise orders and process invoices using the Council's financial systems and support the monitoring and forecasting of financial information.





8. You will process land and property searches in line with set procedures and statutory timescales.
9. You will organise and support consultation exercises with residents, stakeholders and external organisations.
10. You will assist with site inspections related to highway works and the adoption of Section 278 and Section 38 schemes, and help prepare reports on findings.
11. You will update, maintain and monitor records across relevant systems, including GIS, highway records, traffic regulation information and customer enquiries.
12. You will produce plans, maps and presentation materials, and ensure guidance and processes relating to development agreements remain up to date.
13. You will work flexibly as part of the team, keep your knowledge up to date, and provide support and guidance to colleagues where required.

Corporate Parenting Statement

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are Care Experienced.

This means acting with the same commitment, care and ambition that any parent would, regardless of your job role or service area. You will help create a supportive environment, remain alert to any worries and concerns, and ensure that safeguarding is promoted and responded to appropriately.

**Knowsley Better Together – Staff Qualities**



**Health and Safety**

- You will use equipment as instructed and trained.





- You will inform management of any health and safety concerns that could put people at risk.
- You will maintain an awareness of health and safety requirements relevant to your role and undertake any required training.

### Data Protection and Information Security

- You will act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- You will protect the Council's information assets from unauthorised access, disclosure, modification or loss.
- You will report any actual or potential security incidents.