

Job Description

Job Title	Principal Engineer Highways Development Control
Directorate	Neighbourhoods & Housing
Service Area	Highways & Transportation
Grade	8
Competency Level	2
Salary	£43,421 - £48,474
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	E11 – E12 (formerly B29 & B32)

Job Purpose

To provide managerial and technical support, leading on the Highway Authority input into the planning process, liaising and supporting developers and provide quality, efficient and profitable services, in accordance with the agreed aims of the City Council.

Directly Responsible For:

Senior Engineers

Directly Responsible To:

Highways Development Control Manager

Main Areas of Responsibility:

- To participate in fully embracing and developing Corporate and Central Government initiatives, to enable the City Council to deliver its services with full public participation, within a politically aware, Best Value related culture.
- To allocate workload and manage staff and other resources to develop, establish, monitor and co-ordinate the Highway Authorities input into the planning process to agreed budgets, timescales and standards, leading to the achievement of the Service targets, as directed.
- To consider highway and traffic issues raised by planning applications and preparation of reports on the highway issues raised by planning applications including attendance at Committees.
- To carry out impact studies in relation to traffic assessment of junction capacities, signal phasing and highway design / modelling.
- To manage the Section 38 and 278 Agreement processes for development works, including management of consultants, liaison with strategic partners and managing finance.
- The preparation of responses to information requests from both within and outside the Council.
- To carry out site inspections necessary to carry out all duties.
- To discuss highway and traffic issues relating to development control proposals/planning applications with internal and external parties.

- The preparation of evidence for the Councils case for appeals against planning decisions, and to present the evidence at public inquiries as directed.
- Assist in the delivery of other Highways and Transportation services as directed by Senior Officers
- Assist in planning for the development of existing and implementation of new procedures, systems and equipment to meet continuous improvement objectives and Best Value.
- To attend meetings, presentations, exhibitions etc. when required as a representative for the Service and Portfolio. Promote, market and image build the Service by way of presentations, written and visual material and any other appropriate means.
- To attend Planning Committee/ other committee meetings and represent the Highways Development Control Manager, when required.
- Monitor and provide information to the Highways Development Control Team particularly in relation to timescales, cost and quality.
- Strive to improve communication both within and outside the team, supporting in making this a city that people wish to live and work in.
- Ensure that all appropriate design standards and procedures are followed.
- Assist in organising, motivating and developing staff within the team, thus maximising their personal development and facilitating the achievement of the individual's targets and the Service business aims and objectives.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of Service targets.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Manages performance and behavioural issues effectively.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Post will be office based but site inspections and site meetings will be required.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

The competency framework can be found here.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or formal qualification (HNC/HND) in a Civil Engineering/Planning discipline (A)

Desirable

- Be registered with Engineering Council and be an active member of a professional body
- Management qualifications/formal management training

Experience

Essential

- Significant Highway Development Control experience including all associated procedures, policies and responsibilities (A/I)
- Highways/traffic engineering and transport assessment experience (A/I)
- Experience in dealing with Section 38 and 278 Agreements (A/I)
- Management of resources, both financial and staffing (A/I)

Desirable

- Experience of working in a Quality Assured environment
- Best Value Legislation and process
- Local Transport Plan Process

Skills/Abilities

Essential

- Effective communication skills, both verbal and written, when dealing with the public, politicians, colleagues and media (A/I)
- Ability to prioritise and allocate workload to meet deadlines (A/I)
- Ability to make effective decisions and to support those decisions with effective argument and understanding (A/I)
- Ability to plan, allocate and evaluate work programmes for self and others (A/I)
- Able to work as part of a team, using own initiative when required (A/I)

Desirable

- Self-motivated and able to motivate others as part of a team
- Good ICT skills and able to develop ICT solutions to improve productivity

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to provide a quality development control service

Other

Essential

- Able to attend evening Committee, public and other work-related meetings (A)

Desirable

- A modern approach to management recognising the need for flexibility and adaptation to change