



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Senior Officer
Highway Developments

Job Number: D2865D

Division: Transport & Highways

Post Number: 1024355

Location: Friargate

Grade: G6

Job Purpose:

To assess the transportation and highway impact of development proposals, in order to facilitate high quality sustainable development to support the growth of the City in line with Coventry's transport objectives.

To assist in securing developer contributions for sustainable transport infrastructure and to support the implementation of developer funded schemes.

To deputise for the Principal Officer Highway Developments as required.

Main Duties and Responsibilities:

1. To assess and give sound timely advice on the transport impact of development proposals contained within local planning frameworks, planning applications and pre-application enquiries, ensuring the City Council's strategic highway and transport policy objectives are adhered to.
2. To assist in securing by legal agreement, off-site highway and transport improvements, or financial contributions towards them, necessitated by development proposals.
3. To negotiate and facilitate with developers agreements under S.38 and S.278 of the Highways Act 1980 for new residential estate developments and off-site highway and transport improvements, including liaising with the Principal Engineer, Highway Design & Approvals, on the detailed technical approval and implementation process.
4. To engage with internal and external partners and stakeholders and represent the City Council as local highway authority at public meetings, Planning Authority committee meetings and as witness at planning appeal inquiries and hearings.

5. To provide sound technical advice to elected members, senior management and to colleagues on legal and technical matters relating to the transport impact of developer proposals, ensuring that all appropriate legal, legislative and policy requirements are met.
 6. To assist in the development of new policies and strategies relating to highway development management.
 7. To contribute to the implementation of Coventry's Transportation strategy, Local Plan and other related policies and strategies.
 8. To prepare and explain technical documents, reports and plans to a wide range of audiences, including Elected Members, the general public and external partners.
 9. To deliver a customer focussed approach to service delivery, including through consultation and engagement and by responding to all enquiries and complaints raised by MPs, Elected Members and the general public in a timely and effective manner.
 10. Be committed to personal learning and development in order to keep up to date with new legislation, procedures, techniques and research, in order to promote continuous improvement.
 11. Any other duties and responsibilities within the range of the salary grade.
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The postholder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Not applicable

Responsible to: Principal Officer, Highway Developments

Date Reviewed: May 2022

Updated: May 2022



Coventry City Council

Person Specification

Job Title:	Senior Officer Highway Developments	Job Number:	D2865D
Directorate:	Place	Post Number:	1024355
Service:	Transport & Innovation	Grade:	G6
Location:	Friargate		

Area	Description
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Knowledge:	Knowledge of highway development control policies, processes and agreements
	Knowledge of links between land use planning and transport, including statutory planning processes
	Knowledge of relevant highways legislation, policies and practices
	Knowledge and understanding of development control related ICT software e.g. TRICS, ARCADY, PICADY, LINSIG and TRANSYT
	Knowledge of Equal Opportunities issues in the workplace

Skills and Abilities:	Verbal and written communication skills, including ability to explain and present proposals to a range of different audiences to the appropriate level
	Organisational, interpersonal, negotiating, influencing skills to the appropriate level
	Ability to analyse and interpret technical documents and transport assessments and to produce reports on the transport impact of proposals
	Ability to work effectively with colleagues, Elected Members, developers and other organisations
	Ability to represent the Authority and provide sound technical advice on highway matters

Experience:	Experience of highways development control issues, including s106/s278 Agreements, assessing the transport impact of development proposals and preparing reports
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	Experience of the planning process and how it relates to highway development control issues
	Experience of dealing successfully with developers and their agents
	Fostering a customer focussed culture
	Use of relevant office based ICT packages

Educational:	Educated to degree level or be able to demonstrate significant vocational experience within a relevant technical area including tackling intellectually demanding issues.
	Membership of a relevant professional body

Special Requirements:	Able to work outside normal office hours, as and when required by the service.
	Full driving licence

Date Reviewed: May 2022

Updated: May 2022