



Coventry City Council

Job Description

Job Title:	Senior Technician Highways Development Control	Job Number:	D2866D
Service:	Transport & Innovation	Post Number:	1024356
Location:	Friargate	Grade:	G6

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

- To assist in approving the design and implementation of developer proposals for new roads and improvements to existing highways, in line with the City Council's strategic highway and transportation policy objectives.
- To work collaboratively with other Council officers and developers to make every effort to ensure that the highway adoption process for new roads and improvements to existing roads is satisfactorily completed in a timely manner, to enhance the city's reputation and growth agenda.
- To assist in the design minor highway improvement schemes as part of the Council's annual Integrated Transport Programme.

Main Duties and Responsibilities:

1. To assist in the assessment and approval of developer and other third party highway design proposals, ensuring that the design and construction is to appropriate suitable for adoption and is consistent with national and locally agreed standards.
2. To assist in the works completion certification process, maintenance period and remedial works requirements, ensuring that every effort is made to complete the process in a timely manner.
3. To carry out site inspections in connection with S.38 and S.278 agreements, monitoring and testing workmanship and materials used to ensure compliance with specification, approved method of working and safe working systems and that corrective action is taken with the developer when required.
4. To maintain accurate records of site progress, including details of materials used and any defects found instigating any remedial measures as required.
5. To represent the City Council as local highway authority at public meetings and other forums on matters connected with the service.

6. To provide sound technical advice to elected members, senior management and to colleagues on legal and technical matters relating to the service.
 7. To contribute to the improvement of technical processes and information systems.
 8. To assist expert witnesses giving evidence in connection with S.38, S.278 and other highway agreements.
 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.
-

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 Workforce Diversity and Inclusion 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 Engineer (Highways Development Control)

Date Reviewed: December 2021

Updated: January 2022



Coventry City Council

Person Specification

Job Title:	Senior Technician Highways Development Control	Job Number:	D2866D
Service:	Transport & Innovation	Post Number:	1024356
Location:	Friargate	Grade:	G6

Area	Description
------	-------------

Knowledge:	Knowledge of relevant highways legislation, policies and practices, including Highways Act 1980
	Knowledge of highway development control processes, techniques and agreements, including S.38 and S.278
	Knowledge of civil engineering design standards, practices and relevant guidance
	Knowledge of Health and Safety legislation in respect of on-site working practices
	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
	Ability to work effectively with colleagues, Elected Members, developers and other organisations
	Ability to work effectively as part of a team to deliver individual and team targets and objectives
	Ability to use relevant CAD and other IT packages in the provision of highway design and approval processes
	Ability to represent the Authority and provide sound technical advice on highway matters

Experience:	Experience of highway engineering design standards, specifications and approvals processes
	Experience of site supervision and highway adoption processes
	Experience of working collaboratively with developers, their agents and contractors.

Educational:	Educated to HNC level or be able to demonstrate significant vocational experience within a relevant technical area.
	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: December 2021

Updated: January 2022