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| Service and job specific context statement |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Post title:** | Development Management Engineer |
| **Grade:** | Grade H,I and K |
| **Responsible to:** | Development Management Team Leader |
| **Staff managed:** | None |
| **Date of issue:** | September 2019 |
| **Job family:** | P&T - Professional & Technical  |

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| Job context |
| The Development Management (DM) Team sits within the Network Strategy section of the Highways and Transportation service. The Team’s core functions are:• Delivering the County Council’s Highways Development Management Service.• Undertaking the roles and responsibilities associated with the County Council’s function as Lead Local Flood Authority (LLFA).• Responding to significant and strategic planning application on behalf of the County Council (NYCC) as Local Highway Authority and LLFA.• Providing strategic guidance to colleagues in other teams dealing with planning applications on behalf of the County Council as Local Highway Authority and LLFA.• Provide strategic direction on matters relating to highways development management within North Yorkshire.• Managing developer funded amendments and additions to the highway network mainly through Section 278 Agreements and Section 38 Agreements on behalf of the County Council. • Inputting to the Community Infrastructure Levy (CIL) process on behalf of the County Council as Local Highway Authority.• Overseeing the Advance Payments Code procedure within North Yorkshire. • The development and implementation of the North Yorkshire Local Flood Risk Strategy and the other functions associated with our role as the Lead Local Flood Authority for the County. This includes• Strategy and policy development and implementation • Development Control and Ordinary Watercourse Consenting• Maintaining a Flood Risk Asset Register • Project and programme delivery• Developing and maintaining partnerships• Community engagementThe post will be based at County Hall in Northallerton. Some out of normal office hours may be necessary from time to time (e.g. Planning committee meetings and presentations to elected members). |
| Career progression |
| Entry level (Grade H)The post holder will have successfully completed the Civil Engineering ONC and will then be enrolled on the HND/C in Civil EngineeringOR, Will have achieved a degree in another relevant subject or the flood and coastal risk management foundation degree. |
| Mid level (Grade I)To enable progression to Band 10 the post holder will have successfully completed the Civil Engineering NC and the first year of the HND/C qualification (and will be continuing into year 2 of the qualification).The post holder will be assessed by the Principal Development Management Engineer to ensure they are undertaking the Grade H Job Description tasks fully, meeting the Person Specification criteria and have the required technical experience prior to progressing to Grade I.OR, Will have achieved a degree in another relevant subject or the Flood and Coastal Risk Management Foundation Degree and will be assessed by the Principal Engineer, DM following a suitable time in post to ensure they are undertaking the Grade H Job Description tasks fully, meeting the Person Specification criteria and have the required technical experience prior to progressing to Grade I or be able to demonstrate previous work experience which demonstrates a similar level of capability. |
| Top level (Grade K )To enable progression to Grade K the post holder will have successfully completed the Civil Engineering NC and HND/C qualification.The post holder will be assessed by the Principal Development Management Engineer to ensure they are undertaking the Grade I Job Description tasks fully, meeting the Person Specification criteria and have the required technical experience prior to progressing to Grade K.OR Will hold a degree in another relevant subject or the flood and coastal risk management foundation degree and will be assessed by the Principal Development Management Engineer to ensure they are undertaking the Grade I Job Description tasks fully, meeting the Person Specification criteria and have the required technical experience prior to progressing to Grade K or will successfully demonstrate previous work experience which demonstrates a similar level of capability.ORWill have significant relevant experience in a related discipline, and will have achieved IEng status or will do so within 2 years of taking post. |

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| Structure |



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| Job Description |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Responsible to:** | Team Leader Transport and Development |
| **Staff managed:** | None |

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| Job purpose | Providing professional advice on development and transportation issues. Delivering the highways development management service.  |
| **Operational management** | **Entry Level:*** Assist with all the work associated with preparing response to planning applications with regards to Local Highway Authority and Lead Local Flood Authority matters.
* Assist with the checking and monitoring of developer funded highway works
* Preparing, implementing and monitoring of Agreements to control development.
* Assisting with Transport & Development input to the Streetworks Register.
* Assist with the preparation of flood incident reviews and investigations
* Assist in flood risk project and programme management and supervision
* Assist in identifying flood risk mitigation and management options
* Assist in the delivery of the land drainage consenting process
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| **Mid Level all the above plus:*** Manage a portfolio of major development applications, relating to the delivery of highway and sustainable drainage, in consultation with the principal engineer
* Implementing the procedures in relation to Advanced Payment Codes and Private Streetworks.
* Managing a specific portfolio of Agreements to deliver development.
* Carry out flood incident reviews and investigations
* Ensure the effective assessment and delivery of developer funded highways works.
* Manage the design, consultation, supervision and measurement of flood risk management schemes, and checking/processing of invoices
* Undertake the County Council’s duties with respect to consenting and enforcement for land drainage
* Ensure development proposals comply with relevant standards and specifications
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| **Top Level all the above plus:*** Independently assess the lead local flood authority and local highway authority aspects of planning applications and prepare Lead Local Flood Authority responses on planning applications;
* Arranging non-standard Agreements to control development.
* Providing support and advice to Area staff on highways development management
* Carry out flood incident reviews and investigations in accordance with the Local Flood Risk Management Strategy
* Prepare design briefs for consultants in consultation with the Development Management Team Leader
* Identify risk mitigation and management options for communities at risk from flooding
* Manage the design, consultation, supervision and measurement of flood risk management schemes, and checking/processing of invoices
* Oversee the County Council’s duties with respect to consenting and enforcement for land drainage
* Assist the Flood Risk Management Team Leader in responding to multi-agency requests for support
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| **Communications**  | **Entry Level:** * Assessing LHA and LLFA aspects of planning applications and recommending a response to the local Planning Authority.
* Assisting with consultations on plans and initiatives.
* Assisting with the preparation of Committee reports.
* Responding independently to general correspondence.
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| **Mid and Top Levels all the above plus:*** Assessing highway aspects of major planning applications and recommending a response to the local Planning Authority.
* Managing consultation on plans and initiatives.
* Preparing Committee reports.
* Liaising and negotiating with developers and their agents in the delivery of developer funded highway works
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| Partnership / corporate working | **Entry Level:*** Assessing development proposals including negotiating to secure developer's improvements to the highway network resulting in Agreements and Contracts for carrying out the works.
* Assisting in the provision of professional advice on matters relating to development and transportation.
* Representing the County Council at flood related public meetings and partnerships as required.
* Liaising with Area Managers, other sections of the Directorate, other County Council Directorates, the Highways Agency and Planning Authorities on development and transportation and LLFA matters.
* Assisting in the preparation of Local Planning Authority's LDFs.
* Liaising with representatives from the Local Area Office relating to the delivery of schemes in the Integrated Transport Capital Programme.
* Liaising with contract partners, colleagues, members and other stakeholders to ensure appropriate resolutions are achieved.
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| **Mid Level all of the above plus:*** Assessing major development proposals including negotiating with all parties to secure developer's improvements to the highway network resulting in Agreements and Contracts for carrying out the works.
* Providing professional advice and direction on matters relating to development and transportation.
* Liaising with the public on matters relating to developments and transportation.
* Assisting in the preparation of Local Planning Authority's LDFs.
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| **Top Level all the above plus:*** Representing the County Council at public meetings, Public Consultations and meetings of Local Planning Authorities, Parish Councils and other bodies.
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| Resource management | **Entry Level:*** Monitoring revenue from superintendence fees and developer contributions.
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| **Mid and Top Levels all the above plus:*** Collecting and managing revenue from superintendence fees and developer contributions.
* Managing the budget of schemes specifically delegated, liaising with partners as required.
* Managing costs relating to specific flood schemes and flood works
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| **Strategic Management** | **Entry Level:** * Assisting in the development and implementation of the County Council strategies in support of the Local Transport Plan on matters relating to development issues.
* Assisting and working with districts on matters relating to the LHA and LLFA input into local planning
* Assisting in the development of flood schemes which align with EA and regional flood and coastal committee programmes
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| **Mid Level all of the above plus:*** Assisting in the development of policies and protocols to guide development.
* Managing the delivery of new transport infrastructure to deliver development plan land allocations.
* Managing flood schemes which contribute to the EA and regional flood and coastal committee programmes
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| **Top Level all the above plus:*** Ensuring that the highway and transportation aspects of major developments contribute to Local Transport Plan objectives and targets.
* Managing the delivery of major new transport infrastructure to deliver development plan land allocations.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge |  |
| Entry Level:* Working knowledge of current Legislation and Guidance relating to the control of developments.
* Working knowledge of the current development plans procedures.
* Working knowledge of design and delivery highway improvement schemes and/or flood risk management schemes
 | * Knowledge of committee procedures
* Awareness of local government administrative and financial procedures.
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| Mid level: - as above plus:* Detailed knowledge of current Legislation and Guidance relating to the control of development
* Detailed knowledge of the current development plans procedures.
* Detailed knowledge of design and delivery of highway improvement schemes and/or flood risk and LLFA procedures.
* Awareness of local government administrative and financial procedures.
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| Top Level: - as above plus:* In depth knowledge of current Legislation and Guidance relating to the control of development
* In depth knowledge of the current development plans procedures.
* In depth knowledge of design and delivery highway improvement schemes and/or the delivery of flood risk schemes and LLFA procedures
* An understanding of local government administrative and financial procedures.
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| Experience |  |
| Entry Level:* Experience of development management matters relating to transport and/or flood risk management.
* Experience of the development plan processes.
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| Mid level: - as above plus:* Demonstrable recent proven and effective experience of development management matters relating to transport.
* Recent experience of the development plan processes.
 | * Experience of delivery of highway improvement schemes and transport infrastructure.
* Experience of the delivery of flood risk schemes and the delivery of sustainable drainage systems
* Experience in the use of AutoCAD
* Experience of delivering civil engineering projects.
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| Top Level: - as above plus:* Substantial recent proven and effective experience of development management matters relating to transport.
* Substantial recent experience of the development plan processes.
 | * Experience in attending Public Meetings
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| Occupational Skills – All levels* Excellent oral and written communication skills.
* Customer care skills.
* Problem solving and the ability to find practical solutions.
* Analytical skills.
* Excellent organisational skills.
* ICT skills including the use of a number of different software packages, including Microsoft Office.
* Ability to work as a member of a technical team.
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role |  |
| Entry Level: * ONC in Civil Engineering or equivalent relevant qualification/demonstrable proven experience which will be tested through the recruitment process or,
* Undertaking year 1 of HND/C in Civil Engineering or equivalent or
* Degree in other relevant discipline or flood and coastal management foundation degree
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| Mid level: - as above plus:* Undertaking year 2 of HND/C in Civil Engineering or equivalent relevant qualification/demonstrable proven experience which will be tested through the recruitment process or,
* Degree in other relevant discipline or flood and coastal risk management foundation degree
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| Top Level: - as above plus:* HND/C in Civil Engineering or equivalent relevant qualification/demonstrable proven experience which will be tested through the recruitment process and IEng status or,
* Degree in other relevant discipline or flood and coastal risk management foundation degree, or,
* Relevant significant transferable experience and IEng Status or will achieve this status within 2 years of taking post.
 | * Associate Membership (IEng) of relevant Institution.
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| Other Requirements* Motivated and reliable.
* Ability to travel for work purposes including to remote sites
* Ability to attend some public meetings outside of normal business hours
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| Behaviours  | [Link](http://nyccintranet/policies/behaviour-and-skills-framework) |

NB – Assessment criteria for recruitment will be notified separately.