



Job Description and Person Specification

Date Evaluated:
Date finalised

- | | |
|--------------------------|--|
| 1. JOB TITLE | Highway Engineer |
| 2. POST NUMBER | 26478 |
| 3. GRADE | POB |
| 4. GROUP | Residents Services |
| 5. SERVICE | Planning and Sustainable Growth |
| 6. SUPERVISED BY | Transport Planning and Development Team Leader |
| 7. SUPERVISION EXERCISED | None |
| 8. CONTACTS | |

Internal: All staff and managers in Residents Services; other senior officers within the Council; Members of the Council; staff and managers in other service areas.

External: Members of the public, residents, community groups/residents associations and other bodies representing local residents; applicants/developers and their agents and consultants, contractors, agency staff, transport operators, representatives of London-wide, regional and national bodies, staff in other LPAs.

Job Description

9. Job Purpose

Act as the Highway Authority's representative by providing the Local Planning Authority with highway and transportation advice on planning applications, assessing whether proposals are acceptable in transport terms by considering their impacts on road safety, parking, traffic flow, and all other relevant transport/land-use considerations. This post fulfils a statutory function as the Town and Country Planning (Development Management Procedure) (England) Order 2015 requires Local Planning Authorities to consult with the Highway Authority on planning applications that may impact the public highway/. The post holder would also be responsible for providing developers with guidance upon highway matters as part of the Council's fee earning pre-application advice service.

10. Main Duties and Responsibilities

Key Responsibilities

- At the planning stage, working through the Local Planning Authority, provide appropriate highway and transport advice, including recommending amended or alternative schemes where necessary to secure a satisfactory development and add value to the built environment.
- Assess the need for transport-related planning conditions or developer contributions (s.106 agreements) to ensure that developments which would otherwise be unacceptable can be made acceptable in highway and transportation terms.
- Identify whether a proposal includes works on the Council's highway, requiring the developer to enter into the appropriate s.278 or s.38 agreements under the Highways Act 1980, or obtain any necessary licences.
- Identify and interpret policies within the Local Plan and the London Plan, assessing their relevance to proposed developments and determining whether each proposal accords with, or conflicts with, the applicable policy framework. Provision of objective and clear professional judgement to inform planning decisions.
- Determine whether each development is acceptable or whether an objection should be raised on behalf of the Highway Authority and present the decision and justification to the Local Planning Authority in a clear and comprehensive report.
- Advise developers/applicants on the scope of Transportation Assessments and Transport Studies and analyse and evaluate Transport Assessments and Transport Studies submitted alongside planning applications
- Agree the scope of Active Travel Zone (ATZ) assessments with developers including key destinations and the routes to them. Review submitted ATZ assessments and negotiate with developers to secure appropriate funding and mitigation, addressing identified barriers to active

travel and passenger transport use so that development supports sustainable travel outcomes.

- Review the adequacy of Travel Plans, Construction Logistic Plans, Service and Delivery Plans and Parking Design and Management Plans submitted alongside planning applications.
- Attend Planning Committee meetings and present the Highway Authority's position, clearly and confidently explaining the development proposals and the rationale behind supporting or objecting to the scheme, using accessible, non-technical language to ensure members and the general public fully understand the transport impacts and professional recommendations.
- Instruct Highway Delivery colleagues to progress Technical Approval matters and on-site commencement of works. This includes briefing colleagues on the approved development and its relevant planning obligations, providing full details of the agreed highway works and design requirements. Supply the developers and their legal representatives with the correct technical, legal, and project contacts to support efficient negotiation, approval, and delivery of works.
- Lead the evaluation of major development proposals that offer opportunities for area-wide regeneration, including modelling and assessing the built environment and related transport provision, to ensure emerging masterplans and transport solutions deliver sustainable growth, enhanced connectivity, and high-quality placemaking.
- Prepare written representations for planning appeals, clearly setting out the Highway Authority's position on highways and transportation matters.
- To comply with legislation, Council and Group Standing Orders, instructions and resolutions.
- Undertake any other related duties commensurate with the general level of responsibility of the post. This may include project managing transportation schemes funded by the Transport for London Local Implementation Plan budget and s.106 agreements. Other possible work areas may include reviewing policies to be contained in the new Local Plan and contributing to studies to determine the impact of airport expansion.
- Responding to Freedom of Information requests and Member Enquiries.

Person Specification

E = Essential
D = Desirable

11. Knowledge, Skills and Abilities:

- Knowledge of current legislation, policies, regulations and guidelines relating to transport, highway engineering, health and safety and related areas. **E**

- Knowledge of technical aspects of transport and highways matters. **E**
- Ability to interpret, assess and evaluate Transport Assessments, Transport Studies, Active Travel Zone Assessments and development plan policies including modelling and practical engineering techniques. **E**
- Demonstrable experience of acting innovatively and creatively to deliver outstanding results. **D**
- Proven ability to deal with and co-ordinate a diverse range of work associated with transport engineering, planning and project work with complex schedules and fixed deadlines. **D**
- Ability to verbally communicate effectively with a wide cross section of people and in particular the ability to negotiate and influence. **D**

12. Qualification, Education and Experience:

- A degree in Civil Engineering/Town Planning/Environmental Studies or other appropriate professional qualification with membership of or eligibility to join appropriate professional bodies. **E**
- Experience working as a Highway Development Management Engineer/Transport Planner within a Local Authority Environment. **D**

13. Other Requirements:

- To hold a UK Drivers Licence

14. Employee Competencies

'Can-do' positive attitude
<ul style="list-style-type: none">• Committed to delivering the goals and priorities of the Council• Visibly seeks to improve the Council's service delivery• Upbeat, optimistic and not easily discouraged• Positive about change and does not act as a barrier• Presents options not problems• Celebrates the Council's success
Takes responsibility and delivers results
<ul style="list-style-type: none">• Seeks to achieve and exceed targets, at service, team and personal level• Ensures work is delivered on time and is of a high quality• Sets a positive example in performance for others to follow• Plans, prioritises and organises workload to meet deadlines• Monitors work and ensures it is on track• Works on initiative
Team working *
<ul style="list-style-type: none">• Builds effective relationships & connections within and between teams• Takes as many opportunities as possible to share ideas, information, knowledge & good practice with others• Works collaboratively with all colleagues across the Council• Is supportive of others and appreciates their work• Capable of putting the Council's interest first• Is aware of and has sensitivity for members', partners' and stakeholders' wider needs and issues
Communication
<ul style="list-style-type: none">• Expresses self, ideas and concepts with ease, both orally and in writing• Presents information clearly and simply• Listens, questions and clarifies to ensure full understanding• Delivers the right message to the right people using the right media• Adapts style to suit the needs of the audience• Deals with a wide range of people in a confident and approachable manner
Customer care *
<ul style="list-style-type: none">• Raising residents' satisfaction is understood and is a commitment• Acts as an ambassador for LB Hillingdon- communicating consistent positive and realistic messages about the Council• Engages with the Council's users, has a clear understanding of who they are,

and understands their preferences and needs

- Recognises the need to obtain regular feedback from service users
- Takes feedback and ensures services adjust and respond
- Adheres to and delivers on the customer care promise
 - Welcoming everyone who contacts us
 - Being helpful, polite and courteous
 - Respecting each and every customer
 - Taking time to listen and understand, demonstrating empathy
 - Giving clear information about service standards and timescales
 - Taking ownership and working together as one council

Takes ownership of personal development

- Positively contributes to the staff appraisal process
- Proactively recognises and engages in learning and development activities, looking to improve knowledge and skills
- Regularly reviews own performance and assesses own potential to develop
- Self-aware, admits mistakes and aims to learn from them
- Gives and seeks to receive constructive feedback
- Shares learning and expertise

* Equalities and diversity is essential throughout **all** of the competencies. However, when assessing an employee's recognition and work towards equalities and diversity, particular regard should be given to the "team working" and "customer care" employee competencies.