

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 5182

Service Area: Development Management

Grade: G7

Job Title: Development Management Officer

PURPOSE OF JOB:

Contribute to the delivery of outcomes for commissioning strategies in line with the Commissioning for Lincolnshire approach. Assist, as appropriate, with:

- The implementation of new commissioned services and any redesign of existing services, performance review frameworks and joint review processes
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships across service areas, with providers and partners

To provide day to day leadership, advice, and guidance to the commissioning team(s) and/or work within own area of responsibility

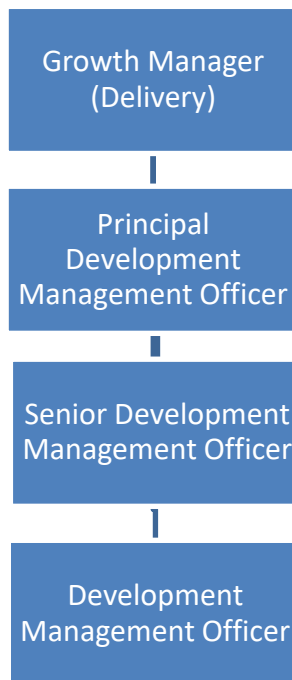
To provide support as part of a team delivering and commissioning development management advice and services relating to highway: impact, improvement, and adoptions, together with providing flood risk and sustainable drainage advice.

To engender a customer (developer) focused approach to deliver a high-quality service and development within the County, by promoting a focus (single point of contact) for developers and partner organisations.

Whilst commissioning advice and services from others, to be accountable for the whole development process, ensuring a joined-up development management approach.

Assist with the delivery of a consistent strategic commissioning approach across the Council.

Continuously look for synergies and efficiency savings across the strategic commissioning areas.

TEAM STRUCTURE:**MAIN DUTIES:**

The main tasks and duties of the job will include (or be equivalent in nature to) those listed below:

1	Provide pre-application advice to developers on highways and surface water drainage issues promoting a development team approach.
2	Provide timely responses to planning consultations for proposed developments on highways and surface water drainage issues. To ensure high quality and sustainable highways, sustainable drainage principles and that they are acceptable in terms of flood risk.
3	Liaising with and commissioning services from other LCC staff, consultants, and external bodies as necessary.
4	Liaison with external Partners.
5	Undertake S38 (Highways Act 1980), S106 (Town and Country Planning Act 1990) and S278 (Highways Act 1980) assessment and checks and complete Agreements with developers
6	Respond to consultation on HGV 'O' licences (from office of Traffic Commissioner)
7	Assess and determine and provide advice on SuDS submissions
8	Supervise and determine adoptions of highways and SuDS
9	Check mechanisms are in place for maintenance of SuDS
10	Maintain records and registers
11	Assist in enforcement, including carrying out works in case of non-compliance

12	To keep up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct
13	To assist with the training and development of other staff
14	To create a positive image of the County Council as an employee
15	To support the aim to deliver excellent customer service.
16	<p>Providing day to day leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory partners)</p> <ul style="list-style-type: none"> • Provide expert advice and guidance as appropriate for own area of expertise... • Deliver a personal portfolio of projects and/or specific work • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working Ensure effective performance review arrangements are in place to manage service delivery/contracts • Monitor service delivery against expected outcomes and proactively manage performance • Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> o Personal Leadership o Being Future Focused o Political and Commercial Astuteness o Supporting a High Performing and Flexible Workforce o Drive for Results
17	Contribute to the stimulation and engagement of the market from an operational aspect, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers, and potential providers.
18	Work with partners to ensure a robust approach to analysis and forecasting of population needs and balancing service delivery in terms of volume, cost, and funding.
19	Review and manage current use of resources and commissioning plans.
20	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
21	Look to continuously improve services in area of responsibility, managing within allocated budgets and identifying where possible, additional value for money savings.
22	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
23	Ensure Council resources are optimised and utilised effectively and efficiently.
24	Contribute to the development of individuals across the Council coaching, mentoring, and motivating staff where appropriate to achieve performance excellence.
25	As an employee, create a positive image of the County Council.
26	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.

27	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
28	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
29	The post holder will be responsible for managing the workload of Assistant Development Officers (ADMOs) Including Coaching and Mentoring and on the job training.
30	Direct supervision of work, including the allocation, setting and checking of tasks to the ADMOs, ensuring statutory targets are met, setting deadlines and commissioning services from others outside of the group. Checking quality of work of ADMOs and others outside of the group to maintain appropriate standards.
31	Development Management Officers will be required to deputise for Senior Development Management Officers.
32	Exercise creativity by proposing new and innovative solutions to problematic sites in discussion with other members of the team and developers to achieve the aims of the County Council
33	Resolution of problems with guidance and assistance as appropriate.
34	The Development Management Officer will need to develop effective relationships to work with a range of internal and external parties. The post holder will regularly have to represent the views of the Council in discussion with property developers, consultants, contractors, the public, etc. These discussions may be complex and/or contentious and may require difficult negotiations. Effective communication will be essential in providing careful and considered responses.
35	The post holder will be required to make decisions, working to statutory timeframes, without reference to others. In making decisions the post holder will interpret several local and national policy and guidance documents drawing on their experience
36	The post holder will also organise their own workload, and when required commission services from others outside the group to provide appropriate and timely response to all enquiries, planning application consultations, etc, to ensure that deadlines are met, and standards maintained in line with County Council Policies
37	The post holder will be responsible for; the technical approval/assessment of drawings and agreeing decisions, and the administration of relevant sections of the Highways Act to ensure new estate roads are constructed to the relevant standards, minimizing any potential financial risk to the County Council.
38	They will be responsible for checking the construction of development roads (built by others) and the interpretation of materials testing results and on site testing, negotiating with developers the extent of any remedial works and making recommendations in respect of any financial risks and recompense prior to the adoption of these developments.

39	The post holder will have the authority to make decisions on drainage and highway issues.
40	Assist in the development of working practices.
41	The post holder will be required to work within budget and monitor performance against budget.
42	Implement arrangements to comply with Health & Safety Policy and Procedures.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
HNC / Eng Tech	A/I	X	
Demonstrable level of skill/knowledge/experience in core competencies	A/I	X	
Appropriate level of technical skills in highway and flood risk related disciplines.	A/I	X	
Knowledge of Microsoft Packages including Word, Excel, PowerPoint	A/I	X	
Construction Skills Certificate Scheme Registration	A/I		X
Relevant experience of highways services and flood risk development in the following areas: <ul style="list-style-type: none"> • Town and Country Planning • Highways development management • Flood risk development management • Highway improvements and design • Design of drainage schemes, Suds and assessment of flood risk 	A/I	X	
Special Knowledge in a range of the following: <ul style="list-style-type: none"> • Highways development 	A/I	X	

<ul style="list-style-type: none"> • Highways improvements and design • Planning legislation and guidance • Surface water and sustainable urban drainage • Flood risk assessment • Financial and budgetary skills • Transport assessments and travel planning 			
Good communication skills for internal and external consultation and customer liaison	A/I	X	
Effective time management and teamworking	A/I	X	
Good written and verbal communication; good numeracy skills	A/I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

General - The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.