

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03791

Service Area: Growth

Grade: G12

Job Title: Growth Manager (Delivery)

PURPOSE OF JOB:

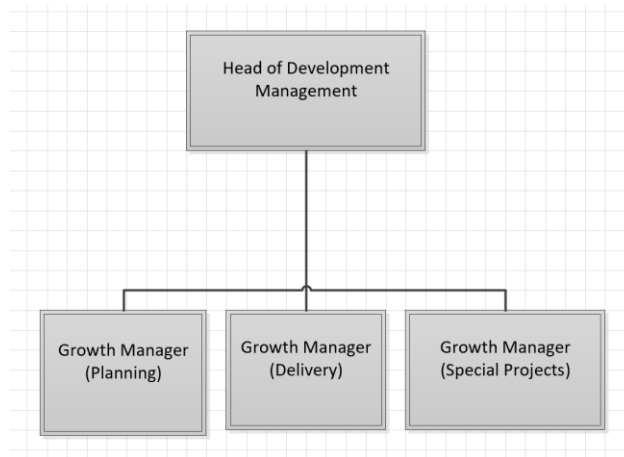
The post holder will manage a multi-functional team in delivering the County's Development Management functions as Highway Authority and Lead Local Flood Authority, to provide a customer focused single point of contact for all development services and advice to the full range of stakeholders. The Development Management Team take a leading role in the whole Place Leadership process which includes relationships with existing communities, design, mitigation and education, to deliver better communities for the residents of Lincolnshire.

The post holder will manage a team that delivers the following activities and functions:

- Providing timely, balanced and appropriate advice within the adoption process relating to highways, flood risk and sustainable urban drainage (SuDS);
- Fulfils its Development Management role as Highway Authority and Lead Local Flood Authority, whilst building excellent relationships with the development industry and other authorities and partner organisations;
- Secures highway adoption agreements;
- Project leads the delivery of highway improvements and developer led schemes;
- Secures the future maintenance of new assets;
- Facilitates Growth;
- Supports, influences and facilitates Place making.

The post holder will manage a team that project leads the delivery of highway improvement schemes of up to £5m per annum, and up to £12m per annum of developer (S38) schemes.

The post holder will directly manage a team of up to 14 staff carrying out a diverse range of tasks. A number of which will be field based. Management will include recruitment, disciplinary issues, work allocation, appraisals etc.

TEAM STRUCTURE:**MAIN DUTIES:**

1	<p>Management, supervision and mentoring activities of a multi-functional team that includes the following:</p> <ul style="list-style-type: none"> • responsible for S38, S278, S106 and APC processes. • Undertaking contentious negotiations and completing agreements with developers. • responsible for the design approval, inspection of construction activities, and adoption of infrastructure projects. • responsible for ensuring that the maintenance of future adoptable assets do not place an onerous maintenance liability on the organization. • promote new and innovative solutions to problematic and contentious sites in discussion with developers and stakeholders on a range of disciplines. • decision making in respect of enforcement action in the case of non-compliance. • represent the County Council at various meetings including APC court appearances. • liaise with and commission services from other LCC staff, consultants, developers and external bodies as necessary. • Management, appraisal, supervision and development of staff.
2	Co-ordinates projects that mitigate problems caused by developments, uses technical knowledge to take decisions, manages and monitors progress.
3	The post holder will also be required to apply and advise on policies, strategies, systems and design guidance in relation to the County's development management roles as Highway Authority and Lead Local Flood. The postholder will continually make decisions which affect the quality and level of overall service delivery, which will have long term impact not only to the Development Management Service, but to other service areas and stakeholders.
4	Assist and influence the delivery of a consistent strategic commissioning approach across the Council by managing and developing the interface and key relationships with commissioning and delivery partners, and other delivery managers to ensure a consistent and cohesive delivery of service.
5	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. This will include the development and maintenance of strong and effective partner relationships with all key stakeholders.
6	Continuously look for synergies and efficiency savings across area of responsibility.
7	<p>Assist as appropriate with:</p> <ul style="list-style-type: none"> • The implementation of new commissioned services and any re-design of existing services, performance review frameworks and joint review processes; • Embedding new ways of thinking and working;

	<ul style="list-style-type: none"> To deputise for, represent, and assist the Head of Development Management.
8	Lead and manage the Growth Delivery Team to ensure that developer and highway improvement schemes are managed effectively and efficiently in order to meet deadlines within budget.
9	Allocation of tasks to team members and commissioning services from others and reallocation of work to meet conflicting priorities and deadlines.
10	Responsible for leading and supporting a team of up to 14 professional, technical and support staff to ensure a joined up approach to the delivery of sustainable developments and across the County.
11	Lead in the development and implementation of national and local standards, advice and specifications and policies.
12	Responsible for ensuring that the Growth Delivery Team are kept up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct.
13	To review and oversee that all legislative requirements are met on the adoption/enforcement of development road infrastructure.
14	To be responsible for negotiations and effectively identify contributions that can be made to wider corporate objectives.
15	To provide advice and support to relevant Executive Councillors and committees within the council as well as other stakeholder groups.
16	The post holder will regularly be working alone, and as the focus of public interface, will be required to attend site visits and meetings in homes, often to discuss contentious issues. There are some risks associated with this which will require on the spot safety assessment and management.
17	Support the aim to deliver excellent customer service, ensure records and registers are maintained and create a positive image of the County Council as an employee.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Incorporated Engineer and/or Chartered Engineer or equivalent qualification	A	✓	
Construction Skills Certificate Scheme Registration	A		✓
Knowledge of Microsoft packages including Word, Excel, PowerPoint	A	✓	
Detailed knowledge in a diverse range of the following: <ul style="list-style-type: none"> • Highways development management • Highway improvements and design • Planning legislation and guidance • Surface water and sustainable urban drainage • Flood risk assessment • Financial and budgetary skills • Transport assessment and travel planning 	A/I	✓	
Good communication skills for internal and external consultation and customer liaison	A/I	✓	
Effective management and supervision of staff and team building skills	I	✓	
Good written and verbal communication; good numeracy skills	A/I	✓	
Experience of project management including management of risks	I		✓

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

GENERAL

To deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory partners)

- Provide expert advice and guidance as appropriate for own area of expertise.
- 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.

Effective communication will be essential in providing careful and considered responses.

The postholder is required to 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.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

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.