

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Director Area:** Place

**Job Ref Number:** 5183

**Service Area:** Development Management

**Grade:** G5

**Job Title:** Assistant 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 relationship 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 assistance 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) focussed approach to support the delivery of a high-quality service and development within the County, by promoting a focus (single point of contact) for developers and partner organisations.

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.

**STRUCTURE CHART:****MAIN DUTIES:**

1.	To assist with the provision of pre-application advice to developers on highways and surface water drainage issues promoting a development team approach.
2.	To support team members to provide timely responses to planning consultations for proposed developments on highways and surface water drainage issues.
3.	To support team members to ensure high quality and sustainable highways, sustainable drainage principles and that they are acceptable in terms of flood risk.
4.	Liaising with and commissioning services from other LCC staff, consultants and external bodies as necessary.
5.	Liaison with external Partners as required.
6.	Assist in the assessment and checking of S38 (Highways Act 1980), S106 (Town and Country Planning Act 1990) and S278 (Highways Act 1980) Agreements with developers.
7.	Dealing with S38 Agreements leading to legal completion.
8.	Carrying out technical support work for the Development Management team, including Highway Authority responses to planning applications and planning application decision notices utilising computer systems.
9.	Assist in responding to consultations on HGV 'O' licenses (from office of Traffic Commissioner).
10.	Produce site inspection plans for HGV operating centre applications.
11.	Assist with the assessment and determination and provision of advice on SuDS submissions.
12.	Supervision of highways and SuDS works.
13.	On-site inspection of works including production of adoption drawings and legal notices along with notifying District Councils and developers.
14.	Checking mechanisms are in place for maintenance of SuDS.

15.	Maintaining records and registers as required.
16.	Assist with taking enforcement action in case of non-compliance.
17.	To create a positive image of the County Council as an employee.
18.	To support the aim to deliver excellent customer service.
19.	<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"> <li>• Provide expert advice and guidance as appropriate for own area of expertise</li> <li>• Deliver a personal portfolio of projects and/or specific work.</li> <li>• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and Working.</li> <li>• Ensure effective performance review arrangements are in place to manage service delivery/ contracts.</li> <li>• Monitor service delivery against expected outcomes and proactively manage performance.</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level). <ul style="list-style-type: none"> <li>o Personal Leadership.</li> <li>o Being Future Focused.</li> <li>o Political and Commercial Astuteness.</li> <li>o Supporting a High Performing and Flexible Workforce.</li> <li>o Drive for Results.</li> </ul> </li> </ul>
20.	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.
21.	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.
22.	Review and manage current use of resources and commissioning plans.
23.	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
24.	Look to continuously improve services in area of responsibility, managing within allocated budgets and, identifying where possible, additional value for money savings.
25.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
26.	Ensure Council resources are optimised and utilised effectively and efficiently.
27.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
28.	As an employee, create a positive image of the County Council.

29.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers .
30.	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.
31.	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.

**PERSON SPECIFICATION:**

Requirements	Where identified*	Essential	Desirable
GCSE in Maths, Science and English and/or Technical qualification in appropriate discipline.	A	✓	
Demonstrable level of Skill knowledge/experience in core Competencies and appropriate level of technical skills in a highway related disciplines. Such as development management, the Highways Act, highway improvements and design and/or Town and County Planning Act.	A	✓	
Knowledge of GIS, or mapping systems and the County Council's IT systems.	A		✓
Knowledge of Microsoft 360 packages including Teams, Word, Excel, PowerPoint.	A	✓	
Knowledge and understanding of Freedom of Information Act, Data Protection, Equality & Diversity Act.	A	✓	
Ability and confidence to deal with problematic situations of conflict with politeness, tact and assertiveness.	A/I	✓	
Ability to work collaboratively to implement solutions and achieve successful outcomes as well as promoting and sharing ensuing good practice.	A/I		✓
Excellent interpersonal skills with the ability to communicate both orally and in writing to contractors, service providers, members of the public.	A/I	✓	
Good organisation and project management skills.	A/I	✓	
Ability to manage, prioritise and reprioritise tasks and duties to enable	A/I	✓	

completion of work within predetermined timescales.			
Ability to work well and Collaboratory in a multi-disciplinary team.	A/I	✓	
Knowledge of local government and political awareness.	A/I		✓

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

**GENERAL:**

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.

Job Details:	
<b>Job Title</b>	Assistant Development Management Officer - Flood Risk and Highways
<b>Identifier</b>	5183
<b>Director Area</b>	Place
<b>Service Area</b>	Development Management
<b>Score</b>	372
<b>Grade</b>	Grade 5

Factor Levels:	
<b>Supervision/Management Of People</b>	1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	3
<b>Contacts &amp; Relationships</b>	3
<b>Decisions - Discretion</b>	2
<b>Decisions - Consequences</b>	2
<b>Resources</b>	2
<b>Work Demands</b>	2
<b>Physical Demands</b>	2
<b>Working Conditions</b>	2
<b>Work Context</b>	2
<b>Knowledge &amp; Skill</b>	3