

## Job Profile

### Development Co-ordinator Grade 8 JEID pos\_14710

Date updated: February 2021

#### About the Job

To provide timely advice and recommendations to the Local Planning Authority (County and/or District Council) making sure that the Highways Authority's position is clearly represented. To facilitate economic sustainable development within the County in the context of the Councils' policies and strategies.

#### This is what we need you to do...

- To engage in pre-application discussions with Planning Officers, developers, consultants, and District Councils as appropriate.
- To provide HDM advice on the need for, and scope of, Transportation Assessments, Transportation Statements and Travel Plans, and to undertake an assessment of these documents when submitted in support of planning applications.
- To provide appropriate recommendations on highways and transport issues within agreed timelines to District planning authorities in response to consultation on planning applications including mitigation and developer contributions.
- To represent the Highways Authority at County and District Planning Committee meetings, and other stakeholder meetings, and site visits, to provide highways and transport advice in relation to planning applications.
- Instruct Legal officers to prepare and enter into legal agreements with 3rd party developers.
- To build and maintain a close working relationship with Senior Officers within the County Council and District Councils and to forge effective working relations with developers and other stakeholders in the county to facilitate economic sustainable development.

- To establish and maintain appropriate professional working relations with Elected Members.
- To prepare reports and briefing papers and responses to questions promptly and effectively.
- To carry out site inspections and surveys to validate submitted transport appraisals.
- To prepare evidence for presentation to appeals or Public Inquiries, and to work with the HDM Team Leaders and Principal Development Coordinators to ensure all relevant evidence is available, including attending those Hearings/Inquiries to give evidence where necessary.
- Assist within the Highways Legal Agreements team when the business need arises.
- Carry out duties with due regard to Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures

#### Special Conditions

- There is an expectation that some working outside core office hours will be required, notably in relation to Committee meetings, public meetings, and Public Inquiries

## Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

### The ideal candidate will have...

#### Experience

- Experience in a public or private organisation dealing with Highways development management issues
- Experience in Highways Planning and Development legislation.
- Experience of working within a political environment.
- Experience of using transport modelling application
- Experience of engineering design standards
- Experience of preparing reports for technical appraisal and public review

#### Knowledge, Skills and Understanding

- Good communication and interpersonal skills
- Ability to interpret transport modelling techniques, and results
- Interpret and implement contemporary transport policy issues.
- Understanding a political environment
- Understanding of highway engineering and design standards, and to translate and communicate these to stakeholders
- Ability to take an overview and make accountable decisions based on professional knowledge
- To understand the financial and social implications of providing economic sustainable development

- Ability to demonstrate resilience in a highly demanding environment
- Recognises the need to provide sustainable development including climate change adaptation through prioritising active travel modes and low carbon infrastructure

#### Behavioural attributes

- Demonstrates Gloucestershire Employee Behaviours
- Excellent communication and presentation skills
- Ability to think strategically and act corporately
- Good partnership worker
- Strong self motivation
- Political awareness

#### Education & Qualifications

##### Essential

- ONC in Civil Engineering discipline or relevant qualification with compensatory knowledge, abilities and skills;

##### Desirable

- Certificate in IHE Development Management
- Membership of IHIE, CIHT or an equivalent professional organisation;
- HNC in Civil Engineering discipline

There are also a number of generic requirements that are applicable to all employees within the Council. These can be found at the following link:  
<https://www.gloucestershire.gov.uk/jobs/about-working-for-gloucestershire-county-council/>