

JOB DESCRIPTION

Job Title	Senior Development Infrastructure Officer		
Directorate	Infrastructure & Transport		
Reporting to	Service Manager - Development Engineering		
Grade	10		
Evaluation ref:	AG0935	Job ref:	Family
Role purpose			
<p>Manage and oversee the implementation of developer led and third-party highway infrastructure delivery projects through the effective technical administration of legal agreements principally pursuant to Section 106 Town and Country Planning Act 1990 and Section 278 Highways Act 1980. The actual duties and percentage of time for each undertaken will vary in accordance with the requirements of the Line Manager and the needs of the business.</p>			
Responsibilities			
<ol style="list-style-type: none"> 1. Act as the principal point of contact for developers, designers, contractors, other local authorities, interest groups and members of the public with respect to specific developers, development portfolios and/or key development sites. Chair regular portfolio meetings and prepare highlight/tracker reports to manage and monitor progress. 2. Supervise and oversee the undertaking of tasks and production of information and materials used in the administration and implementation of highway infrastructure improvement schemes and the securing of financial obligations/contributions set out in legal agreements. 3. Liaise with all interested parties, both within the Council and external, to determine information necessary to ensure all conditions, obligations and stipulations within legal agreements are satisfied. Oversee the preparation/distribution of all relevant certificates and the instructions on Bond reductions. 4. Make all the necessary arrangements to enable site inspections to be undertaken in accordance with legal agreement obligations. Manage the production of the resultant definitive defects reports and arbitrate between parties to ensure remedial works progress towards a satisfactory conclusion. 5. Provide a supporting role to colleagues to aid the progression of legal agreements through to adoption which will involve investigation, liaison with multiple teams internal to the Council, liaison with multiple parties external to the Council and prepare correspondence and reports. 			

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6. Supervise the input, maintenance and interrogation of data on bespoke database software and spread sheet records used in the monitoring of scheme progress and financial management. Prepare progress and performance reports to satisfy service delivery performance management requirements.
7. Undertake investigations into political/technical/legal issues associated with highway infrastructure delivered via Section 106 and 278 agreements advising management on the outcome/implications and of any action taken. Advocate complaints or ombudsman enquiries in a professional manner which protects and reflects the standards of the Council.
8. Support Service and Strategic Managers in the preparation of financial accounts associated with the provision of developer funded highway schemes, principally relating to fee income, cash bonds, APC bonds, commuted sums and contributions.
9. Develop and maintain a good knowledge of highway legal agreements, technical/safety audit processes, highway design standards and health and safety legislation to support senior officers in ensuring that all works are carried out to current best practice and standards.
10. Contribute to the development and delivery of the Infrastructure Programmes Group service improvement programme principally to support the formulation of updated technical design standards, specification, guidance literature, procedures and targets to effect the requirements of National Guidance, professional/government bodies and other authorities. Implement appropriate actions to reflect the requirements of any new or amended policies and the outcomes from any service improvement initiatives.

Impact

Contacts & Relationships

Contact takes place by telephone, written correspondence and in person, when seeking or providing information and communication in all forms is an essential element of everyday work.

- Internal - Provides advice, guidance and support to Strategic and Service Managers, other Senior Managers, employees and Elected Members. Liaison and close working with Managers and other professionals takes place when formulating and developing policy initiatives. Provides support and guidance to Junior Professionals and Technicians.
- External - A wide range of organisations, including those with Service Level Agreements; other local authorities, Government Departments at National and Regional level; etc. as well as private individuals, solicitors, developers,

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contractors, agents etc. The purpose of these contacts can be for research; to provide, obtain and analyse information; to discuss, negotiate and enforce on various highway issues; to contribute/influence/interpret legal agreements, national/local policies and highway legislation.

Resources

Will liaise closely on the workload and output of Development Infrastructure Officer and Technicians and the quality of output against agreed standards and performance targets. Provide training, advice, induction and appraisal. Assist with recruitment and selection of staff, as required.

Working within a Team responsible for the supervision of new highway infrastructure, valued in excess of £320 million, pursuant to over 900 developments with approximately 150 classified as under construction at any one time. The Team is responsible for approving the adoption, as highway maintainable at the public expense, of on average between 6-10km of new carriageways and 2km of cycleway/footways per annum.

Where appropriate and within the service area, provides cover in the absence of the Line Manager. Will be engaged in inter-service, multi-disciplinary collaborative working. When leading projects the postholder will supervise the work of other professional officers, support staff and staff within the Council.

	Essential	Desirable	
Knowledge			
Sound working knowledge of the statutory, regulatory, policy and contractual framework within which this service area operates.	X		
Up to date knowledge and awareness of highway design standards, highway legislation, highway construction practices/best practice and health and safety in the highway/construction industry.			
An understanding of the national planning agenda and County Planning functions.		X	
Appreciation of the main issues affecting the delivery of effective highway and transport infrastructure.			
An understanding of project and programme management techniques and processes			

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<p>An understanding of the role of the highway authority in managing traffic on the highway network and the legislation that applies</p> <p>Appreciation of the role of the highway authority in managing and maintaining highway assets including the mechanisms for investigating and actioning complaints/concerns.</p>			
Experience			
<p>Demonstrable experience in overseeing the delivery of new highway infrastructure via agreements under Section 278 Highways Act and Section 106 Town and Country Planning Act, post planning consent through to adoption.</p>	X		
<p>Management of construction projects with direct relationships with designers, contractors and clients/customers.</p> <p>Highway design and construction supervision.</p>		X	
Qualifications / Registrations / Certifications			
<p>Educational qualification or acquired knowledge to degree level and ongoing commitment to continuous professional development.</p>	X		
<p>Membership at (or demonstrably working towards) professional level of an appropriate professional institution or organisation.</p>		X	
Skills			
<p>Sound interpersonal communication and presentation skills, able to prepare and communicate technical information and data in a way which is accessible to a range of audiences.</p> <p>Customer service skills, ability to respond to queries from members of the public, colleagues and elected members in a timely manner.</p> <p>Highly IT literate with experience of standard data analysis software. Familiar with common IT software, specifically Microsoft Office 365 suite.</p>	X		

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Working Conditions

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: April 2025