

## JOB DESCRIPTION

<b>Job Title</b>	Development Infrastructure Technician		
<b>Directorate</b>	Infrastructure & Transport		
<b>Reporting to</b>	Service Manager – Development Engineering		
<b>Grade</b>	12		
<b>Evaluation ref:</b>	AG0872	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
To be responsible for various development and infrastructure technical tasks and duties as outlined.			
<b>Responsibilities</b>			
<p>The actual duties and percentage of time for each duty undertaken will vary in accordance with the requirements of the Line Manager.</p> <ol style="list-style-type: none"> <li>1. Prepare and produce information and materials used in the administration of Legal Agreements under Sections 38/278 of the Highways Act 1980 and Section 106 of the Town and Country Planning Act 1990</li> <li>2. Prepare and collate documentation to instruct the County Solicitor in relation to draft Legal Agreements, checking all bond figure financial calculations and liaising with relevant officers to check suitability of bondsmen.</li> <li>3. Progress all 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 preparation of correspondence and reports.</li> <li>4. Administers the processes to record the collection of fees, commuted sums and contributions under the terms of the legal agreement or Advance Payments Code legislation. Support senior colleagues in the management of financial accounts by instructing on virements and refunds, producing financial reports and contributing to budgetary meetings as necessary.</li> <li>5. Input, maintain and interrogate data on bespoke database software and spread sheet records used in the monitoring of scheme progress and financial management. Collate information and prepare progress and performance reports.</li> <li>6. Undertake preliminary investigations into technical issues and report on findings to senior colleagues.</li> <li>7. Consult and liaise with specialist teams within the Council and developers and make all the necessary arrangements to enable site inspections to be undertaken in accordance with legal agreement obligations. Issue resultant definitive defects reports and liaise between parties to ensure remedial works progress towards a satisfactory conclusion.</li> </ol>			

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8. 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. Prepare and issue all relevant certificates and instructs on Bond reductions.
9. Prepare and issue documentation advising all interested parties upon completion and final adoption of highway schemes. Interrogate files to secure and prepare key asset data information and disseminate to those groups/teams responsible for the future maintenance of the asset.
10. Interrogate files, spreadsheets and databases to populate key performance monitoring statistics. Collate data and present statistics in performance reports, charts and spread sheets as required by senior colleagues.
11. Support Development Infrastructure Officers in providing advice to developers, their agents, solicitors and house purchasers/residents on legal agreement status, Advance Payments Code and road adoption legislation and administration procedures.
12. Act as a point of contact for developers, designers, contractors, other local authorities, interest groups and members of the public. Receive, process and disseminate information and enquiries as required.
13. Disseminate documents and relevant information regarding the service to members, the public, etc to allow informed communication and consultation.
14. 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.

### Impact

#### Contacts & Relationships

Extensive and varied range of contacts, including direct contact with senior officers, professional and technical staff on a wide range of matters to ensure the exchange of financial and technical advice and information, arrange site inspections and draft reports. Regular contact with, solicitors, developers and their agents, members of the public, Parish Councils and other authorities to ensure provision of technical advice and exchange of information, prepare relevant certificates and associated documentation.

#### Resources

1. Responsible for operating administrative and financial processes pursuant to over 1000 on-going legal agreements delivering new roads and highway improvement schemes estimated at over £300 million.
2. On average approximately 7.5km of new highway and 3km of new cycleway are adopted as highway maintainable at the public expense each year.

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3. Assist with the delivery and completion of 750 to 1000 technical and road safety audits per annum.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
An understanding of the County Planning function and how this relates to the delivery of new roads	X		
An understanding of the purpose and use of highway adoption agreement		X	
A working knowledge of construction processes and programmes		X	
<b>Experience</b>			
Demonstrable work experience in a construction, engineering/technical/project management or highway authority environment.	X		
Proven experience at working under minimal supervision, self-managing workloads, priority setting and achieving target deadlines	X		
Experience in administering legal agreements		X	
Experience with raising invoices and processing payments		X	
Experience working within a highway authority		X	
<b>Qualifications / Registrations / Certifications</b>			
GCSE's at grade C/Level 4 or above (or equivalent) for English and Maths	X		
Attained or working towards a level 4 qualification in a technical, legal or project management discipline		X	
<b>Skills</b>			
Excellent 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.	X		

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Customer service skills, ability to respond to queries from members of the public, colleagues and elected members in a timely manner.	<b>X</b>		
Ability to produce detailed project reports to a high quality and present same to others	<b>X</b>		
IT literate with experience of standard database software. Familiar with common IT software, specifically Microsoft Office 365 suite.	<b>X</b>		
Proven ability to manage projects and programmes ideally within a construction environment		<b>X</b>	
Ability to produce detailed financial reports to a high quality and present same to others		<b>X</b>	
Proficient in the use of Microsoft Excel		<b>X</b>	
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position			
<b>Corporate Responsibilities</b>			
Understand, uphold, and promote 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. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			