

JOB DESCRIPTION

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| Job Title | Principal Planning Liaison Officer - Gravity | | |
| Directorate | Infrastructure & Transport | | |
| Reporting to | | | |
| Grade | 09 | | |
| Evaluation ref: | AG0887 | Job ref: | Family EST |
| Role purpose | | | |
| To assist the Highway Authority in meeting its statutory function as a consultee within the planning system. | | | |
| Responsibilities | | | |
| <p>Act on behalf of the Highway Authority to engage upon review, contribute to and enable a wide range of complex highway improvement projects (ranging from large housing estate road developments to major multi-million-pound highway projects) using a combination of professional and technical knowledge and interpersonal skills, including consultation and negotiation skills.</p> <p>Provide advice, guidance and support to managers, elected members and officers, external organisations including private developers, on a wide range of highway issues including technical highway design standards, current highway legislation and legal agreements, environmental impacts and political awareness. Ensure that the statutory requirements of the Council as the Highway Authority are met.</p> <p>Undertake more complex investigations into major planning/political/technical issues, advising strategic and service managers on the outcome/implications and of any action taken. Advocate serious complaints or ombudsman enquiries in a professional manner which protects and reflects the standards of the Council.</p> <p>Implement projects and/or policy development work with key stakeholders as agreed with the Strategic Manager, eg consult and negotiate with both in-house service providers and external contractors on both major/minor highway contracts including legal agreements.</p> <p>Provide advice, guidance and support to strategic and service managers in handling the more complex, sensitive highway issues and ensure that all procedural and legal requirements are met.</p> <p>Influence and advise Strategic and Service Managers on the effective management of key employee issues such as organisation restructure and workforce transfers. Actively promote equalities and diversity, and advise on recruitment and selection processes.</p> <p>Lead a team on key aspects of projects which have a significant impact on working practices across the Council and other Organisations, such as District Councils as Planning Authorities.</p> | | | |

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Define, design and deliver presentations and briefings to support planning appeals, various committees, policy implementation, member training, etc.

Contribute to development, delivery and evaluation of the Groups work and service improvement plans. Carry out other professional duties in support of corporate business and service plans and SC vision.

Deputise for the Service Manager - Highways Development Management, when required.

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.

Impact

Internal:

Provide advice, guidance, direction and support to Corporate Directors, Heads of Service, Group Managers and other Senior Managers, employees and contact with Elected Members. Liaise and work closely with managers and other professionals when formulating and developing policy initiatives.

External:

A wide range of organisations, including organisations with Service Level Agreements providing an income to the Authority; other local authorities, Government Departments at National and Regional level; etc as well as private organisations and developers providing additional income streams. The purpose of these contacts can be for research, provide, obtain and analyse information; to discuss and negotiate on various major highway issues; to contribute/influence national/local policies and highway legislation.

Budget management will vary considerably between highway development management projects, ranging from minor highway works costing in their thousands to major multi-million-pound highway projects.

Guide and supervise the development of staff within their team and acts as mentor, allocating and checking work. Actively encourages career advancement from members of staff and provides advice on different opportunities.

Provide cover in the absence of the Service Manager - HDM, including any staffing issues that may arise. Will engage in inter-service, multi-disciplinary collaborative working. When leading projects, will manage other professional engineering officers, managers, support staff and staff within and external to the Council.

Knowledge / Experience / Skills

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| | Essential | Desirable | |
|--|-----------|-----------|--|
| Knowledge | | | |
| Detailed knowledge of highways and planning legislation and agreements as well design standards and national planning guidance. | | YES | |
| Have good understanding of best practice of health and safety in the highway and construction industry. | | YES | |
| Experience | | | |
| Experience of working within Planning and Highways Planning or a project management role. | YES | | |
| Experience of working within a specialist role | | YES | |
| Working experience with political structures | | YES | |
| Qualifications / Registrations / Certifications | | | |
| Graduate or equivalent level. | YES | | |
| Hold a relevant professional qualification | YES | | |
| Membership of a relevant highways and transportation professional institution or organisation or show that your working towards a professional organisation. | | YES | |
| Skills | | | |
| Excellent communicator with good interpersonal skills. | YES | | |
| IT literate. | YES | | |
| Able to produce reports and present information. | YES | | |
| Can work with a high degree of interruptions and remain calm in difficult situations | YES | | |
| Able to grow and develop junior members of staff | YES | | |
| Working Conditions | | | |

JOB DESCRIPTION

The office base is County Hall, Taunton however a requirement of the role is travelling to site visits across Somerset, including rural areas not supported by public transport.

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 practise.

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.