

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

Job Title:	Technical Lead – Transport Development Management
Salary:	
Grade:	G13-14 career graded
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Transport Development Management (Planning)
Service Area:	Transport and Infrastructure (within Environment and Place)
Primary Location:	<i>County Hall, Oxford OX1 1ND. [Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process]</i>
Budget responsibility:	None (bringing in £5m+ developer contributions)
Responsible to:	Transport Development Management Team Leader
Responsible for:	Supervision of up to 4 members of staff - TDM Seniors, Officers & apprentices
Political Restricted Post:	Not a restricted post

### Job Purpose

The purpose of this job is to be the technical expert and lead on assessment of transport, travel and highway implications of complex, large-scale and strategic development sites.

As Technical Lead, the post holder will be required to undertake the following activities:

- To lead and champion the creation of quality places, considering all elements of access and movement within and associated with new developments, to create communities that meet with the Council's priorities of climate, health, and equality.
- Assess planning proposals against both local and national planning policy, ensuring that

necessary infrastructure mitigation and/or developer contributions are properly secured and that development proposals are both innovative and fit for purpose.

- To provide a supervisory role in supporting and mentoring members of the team to provide the best possible outcomes for the council and communities. Developing the team to be top performing and meeting expected targets.
- To monitor quality and consistency of advice given by the team, and develop processes and procedures in collaboration with the Team Leader and other technical leads.
- To use knowledge of legislation and guidance and interpret this when commenting and advising on developments and instructing solicitors on legal agreements.
- To work with the Team Leader to deliver relevant parts of the Service Plan.
- To be proactive with stakeholders, resolving stakeholder, customer and partner issues and enquiries and supporting more junior team members in this regard.
- To identify areas for continuous improvement, providing insight and working with the teams in assessing performance and quality of responses and advice.

The role will also be responsible for:

- Acting as a senior advisor to the Team Leader, Operational Manager and Head of Service, providing detailed information on operational issues, service delivery and management of staff to enable effective service planning and decision-making,
- Acting as an advisor on Highways matters to the Directorate, Councillors and partner organisations
- Liaising with colleagues, particularly in Place Planning, Environment & Climate Change and district councils on strategic development plans, proposals and outcomes.
- Collaborating with our residents, staff, members, partners and suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.
- Driving continuous improvement so we can be even more ambitious for our organisation and communities in the future.
- Supporting our organisation, people and partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.
- Learning and adapting to deliver positive outcomes in efficient, consistent ways, constructively challenging how services are provided and working together to build on our strengths.
- Collaborating with members of the Leadership Team, other senior officers, elected Members, suppliers, communities and other partners, to build working relationships and effectively communicate complex, professional advice.

## Job Responsibilities

Technical/Knowledge Leadership

- To be the central point of technical expertise on transport, highways and planning matters within the team for a local area.
- To monitor and update colleagues on changes to local transport planning related strategies and related legislation.
- To engage with colleagues across the Council to ensure large and major strategic development sites are delivering OCC policy and to identify where workstreams can better align.
- To promote the council's transport policies, including in relation to active travel and Decide and Provide, seeking to ensure that these are adhered to in all new developments.
- To review/provide quality assurance in relation to the technical work of colleagues.
- To embed a culture of continuous improvement, building skills and knowledge amongst staff across the team.
- To deputise for the Team Leader when required and play an active part in the management of the team.

#### Relationships and Stakeholder Management

- To build and promote relationships across the Council, its suppliers and other partners while delivering effective and consistent services, which represent value for money.
- To engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- To contribute to the development of advice, written reports and briefings relating to Area Travel Plan activity to Members, Council Leadership Teams, Programme Boards, Committees, MPs, and other stakeholders as required.

#### Technical / Professional

- To advise the Local Planning Authority on the transport implications of planning proposals.
- To assess the planning proposals, in highway infrastructure terms, within the framework of Government and Council guidelines and policies, and ensure the relevant timescales are met.
- To be a single point of contact for developers, district and county teams for large and major strategic development sites.
- To ensure the necessary works, measures or developer contributions required to make development acceptable in planning terms are identified and secured. To ensure that legal agreements required to secure highway mitigation/transport improvements are promptly instructed and to negotiate, where appropriate, off-site transport infrastructure works and/or contributions.
- To represent the County Council Highway Authority at planning committees, public meetings and Public Inquiries including production of reports and proofs of evidence as necessary.
- To promote a strong customer service focus and provide an excellent level of customer care.
- To advise the Local Planning Authority on highway infrastructure matters in relation to Local Planning issues as necessary, including commenting on local and neighbourhood plan production and amendments.
- To keep abreast of changes in Government policy.
- To put forward solutions based on thorough analysis and understanding of appropriate factors in order to achieve progress and consensus.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

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Transition Criteria for Grade 14
To act independently and spontaneously to information in pressured environment without the time to refer to a manager.
To have outstanding performance and experience in an appeal hearing and inquiry.
Demonstrates clear instructions and briefing for solicitors and barristers prior to any inquiry without support.
Demonstrates extensive knowledge of the planning system, planning guidance and policy and can advise others internally and externally
Has previous experience and demonstrated in role extensive supervisory skills and knowledge including mentoring and coaching staff to improve performance
Experience in deputising for the Team Leader when requested and active part of the team
To aid and support and inform the team leader in recruitment, retention and training plans
Demonstrate a broad range of transport planning & engineering knowledge and skills, across a range of transport modes, spatial, policy and planning contexts.
To have a wide experience in applying new policy including decide and provide within development assessment and negotiation.
Demonstrate that they are progressing a portfolio to work towards a Professional Certificate/Diploma in DM/ Planning qualification or something similar and demonstrate regular Personal Professional Development
Professional membership
Good financial awareness and securing sums over £30m+.
To have good awareness of viability assessments. Understand the assumptions and mechanism for appraising sites financial viability and actively advise on transport input.
To demonstrate good political awareness and exceptional communication skills to different audiences both internal and external.

To be able to demonstrate engagement and collaboration skills with internal and external stakeholders.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to degree level with relevant professional qualification or equivalent experience.	A
Experience performing role to achieve performance standards	A / I
Extensive experience of negotiating planning agreement (Section 106 and Section 278 Agreements) for the provision of transport services and infrastructure.	A / I
Experience of working on complex development sites and have the skills to effectively communicate key messages to diverse teams.	A / I
Ability and skill to make important financial decisions affecting outcomes	A / I
Substantial experience in assessing the transport impacts of development proposals and have a sound understanding of Transport Assessments	A / I
Excellent communication, presentation and negotiation skills, with the ability to prepare and give evidence at hearings, public inquiries and planning committees.	A / I

Understanding and experience using data, insight and performance measures to assess the impact of development and services and inform decisions and service planning to improve quality outcomes.	A / I
	A
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I
A detailed knowledge and experience of the planning process and how it relates to the provision of transport and other local authority infrastructure	A/I
Sound experience of managing and maintaining effective internal and external relationships with key stakeholders and networks, including elected Members, District, Town and Parish Councils, and key business stakeholders	D
Ability to work well under pressure, manage conflicting pressures, and deliver work to tight deadlines through effective partnership working in a political environment	A/I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input checked="" type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

February 2023