**Management Group:**  Place
**Department/Section:** Housing & Strategic Planning / Transport & Development
**Job Title:** Development Engineer
**Reports to:** Transport & Development Manager
**Grade:**  Bexley 11

### Purpose of the job

### The day-to-day inspection and monitoring of highway and public realm works to ensure they meet the Council’s requirements and that the works are built in accordance with the agreed terms and specification, and that these works are to be adequately secured under the appropriate agreement and do not compromise other public infrastructure.

### To inspect and investigate other non-agreement highway-related issues that may arise, including those on public rights of way, and provide feedback or briefings as required.

### Principal accountabilities

**Implementation**

To assist with the evaluation of developer and other proposals to ensure they meet with the Council’s technical specification and requirements for highway and public realm works.

To negotiate and agree with the promoter and/or their agent details for the proposals that will provide an enhanced and sustainable environment, including site-driven design changes that are fully documented and recorded, ensuring that where options are available those most consistent with council policies and objectives as well as adopted technical standards are selected.

To assist with the instruction of Bexley Legal Services to prepare and complete the necessary legal agreements required to enable the works to take place and to assist with negotiated variations to the standard clauses of the agreements, ensuring appropriate fees and bonds are secured.

To liaise, coordinate and facilitate matters with third parties to maintain progress with the works. (e.g.: Thames Water, other council departments, site personnel etc.).

To ensure the works are implemented in accordance with the agreed terms and in a safe manner.

To check and ensure all relevant traffic orders, licences, approvals, audits and health and safety plans are in place at the appropriate stage and to check the documentation as necessary.

To inspect work undertaken by contractors on site to confirm compliance with technically approved layout plans, adherence to specifications in respect of workmanship and materials, promoters/contractors are providing appropriate records of construction, and to identify any divergence from these and any apparent failure in respect of Health & Safety regulations and procedures to the promoters/contractors as well as relevant Council officer(s).

On satisfactory completion of works and submission of the required health and safety file, audits and record documentation, to assist with the preparation for signature by the relevant Officer(s), certification required under the agreement.

To efficiently manage all activities required during times of heavy workload.

**Organisational Control and Development**

Applies to most posts

1. To keep under review and assist with the development of the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.
2. To support the development of working practices and processes that maximise the use of new technology to ensure efficient and effective delivery of services to residents.

**Personal Effectiveness**

Some of these examples apply to all posts.

1. To present timely and relevant advice and information to Members and to ensure that managers are briefed on major and sensitive issues.
2. To deal promptly with all matters requiring the post holder’s personal attention.
3. To be fully conversant with relevant statutory provisions and the Council’s constitution, processes and procedures; to develop the full range of managerial and professional skills and knowledge to satisfy the requirements of the post.
4. To establish and develop effective working relationships and productive partnerships with all the relevant partners, including those in other departments *(*e.g. education, health, social services*)*, Independent and voluntary sectors.

## Person Specification

**Management Group:** Place
**Department/Section:** Housing & Strategic Planning / Transport & Development
**Job Title:** Development Engineer

|  |  |  |
| --- | --- | --- |
| Selection Criteria | Essential/Desirable (E/D) | Method of Assessment (see key) |
| (a) Education and formal trainingHND or equivalent in relevant discipline | **E** | **A** |
| (b) Relevant technical experience, knowledge & skills/abilitiesKnowledge of highway engineering and materials and highway lawAbility to take measurements on site and collect and analyse numerical dataAbility to communicate effectively, including listening to others and passing on technical matters Ability to work in partnership with external stakeholders and as part of a teamAbility to use ICT, including relevant technical programs or business software as required, as well as the Microsoft Office suite. | **E****E****E****E****E** | **A/I****A/I****A/I****A/I****A/I** |
| (c) Other Additional RequirementsDriving Licence (ability to travel around the Borough) | **E** | **A/I** |

**KEY:**

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

P = Presentation, PE = Practical Exercise, DBS = Disclosure & Barring Service, DL = Driving Licence

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

### High Performance Indicators

|  |  |  |
| --- | --- | --- |
| Values | Behaviours for staff | Behaviours for managers |
| Innovation | I respond flexibly and adapt to changing demands I am prepared to take managed risks to achieve better outcomesI ask ‘What if…? to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo | I routinely look for innovative and cost-effective ways to improve performance and customer serviceI champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the futureI take calculated risks based on available evidence and my professional judgement to learn and try new things |
| Leadership | I demonstrate a clear sense of purpose and direction, in line with organisational objectivesI am willing to take difficult decisionsMy personal actions promote a positive image of Bexley | I take responsibility for my service and for making things happen to make a difference to my service usersI create an environment where staff can thrive and show I value and trust staff, give praise and recognise good workI inspire, lead and encourage staff to move forward |
| Collaboration | I show respect for others and value contributions from internal and external partners and customersI recognise the right solution, regardless of who initiated itI seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver | I encourage the feeling that the team is a collective unit with shared goalsI engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One CouncilI network internally and externally |
| Listening and Responding | I acknowledge other people’s viewpoints and work with them to find a win-win solutionI prepare and present information anticipating questions and problemsI adapt my style to the audience and their needs, using the most appropriate communication channels | I seek regular service user feedback and review customer data to shape service improvements I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on themI empower staff to make decisions and changes to improve value for money, customer service and productivity |
| Open and Accessible | I see issues from the customer / user perspectiveI monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needsI seek to build and maintain positive relationships with customers and partners | I am accessible to my service users, customers, staff and MembersI communicate and share a clear vision for the bigger picture as well as specific service areasI outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations |
| Impact | I prioritise my activities and resources to focus on those which have the most impact for residentsI take responsibility for making things happen and achieving my objectivesI make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence | I design services that provide value for money and deliver our outcomes, informed by evidenceI produce, prioritise and adapt plans to meet changing requirementsI set interim goals to achieve notable wins on the way to larger objectivesI deal with poor performance |