

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Planning & Development Services
POST:	Highways Development Control Officer
GRADE OF POST:	GR09
RESPONSIBLE TO:	Principal Officer Highways Development Control

JOB PURPOSE:

To support the Principal and Senior Highways Development Control Officers in the delivery of the highway planning function and provide technical advice and contribute to the effective, efficient and proper running of all functions undertaken by the Policy, Development and Transport team.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Carry out assessment of highways development control checks for Bridgend in respect of pre-application, outline, and detailed planning applications including site visits, liaison with planning officers and attendance at meetings as required.
- Provide technical input in the preparation of planning reports, site visits and checking of detailed drawings.
- Provide technical advice in the updating and checking of the highway inventory.
- Provide specialist technical advice in the preparation of commissioning briefs for engineering and transportation consultants on behalf of BCBC and liaise with consultants and other interested parties.
- Assess and review transport assessment reports submitted by developers and maintain the TRICS database.
- Provide professional advice to, and technical support for internal staff, outside bodies, members of the public and Councillors on specialised

planning and transportation advice including design standards for housing estates, schools, industrial complexes, the impact of land-use development on the transportation system.

- Provide relevant technical advice in the discharging of the Council's duties under the Active Travel (Wales) Act 2013 including monitoring, preparation of progress reports and collection of data.
- Carry out relevant and periodic research, mapping, data collection and traffic monitoring as part of the transportation planning process.
- To proactively investigate breaches of planning control and carry out monitoring on highway related planning matters as part and liaise with the Council's planning enforcement officer with regard to further action.
- To assist with the Development Management/Control service as required.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Highways Development Control Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (✓).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Educated to degree level in a transport, engineering or planning related subject or an ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of preparing correspondence and reports. • Good knowledge of highway development control issues including an understanding of transport assessment techniques and the TRICS database. • Knowledge of Manual for Streets and Design Manual for Roads and Bridges. • Good knowledge of key legislation including Highways Act 1978, Town and Country Planning Act 1990, Active Travel Act (Wales) 2013 and basic knowledge of the local transport planning process. • Knowledge and use of IT packages such as, Microsoft package, MapInfo, etc. • Experience of project management techniques 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues. 	Yes	Interview, application form, and

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Ability to work both as part of a team and on own initiative and make decisions with the minimum of supervision. • Ability to communicate clearly and effectively, both verbally and in writing • Ability to demonstrate good organisational skills and work to tight deadlines. • Ability to undertake project management including project development and performance reporting. • Ability to collect, assemble and analyse data, and carry out trends analysis • Good IT skills including competent in the use of Word and Excel and experience of using GIS software. • You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>selection process.</p>