Technical Officer – Sustainable Development

Grade 5

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. To achieve our vision and outcomes we need to work together with residents, businesses and partners in everything that we do. This is about starting to deliver a transformed Staffordshire over the next decade where individuals and families take responsibility for their own lives and support others to do so, where people can flourish in a thriving economy and where people can say “This is a great place to live”.

The Infrastructure+ Partnership between the County Council and Amey has a central role in supporting this agenda.

The main aims of the partnership are to ensure that:

* Staffordshire is well connected with equality of access for all.
* People are able to access a highway network that is safe and well maintained.
* Our highway infrastructure is efficient, accessible, positive, long-lasting and supports economic growth.
* The impact of transport on the environment and communities is minimized.
* The public realm is improved and enhanced.
* The built environment promotes pride and ownership amongst communities.
* There are high levels of satisfaction with infrastructure services.
* Staffordshire’s environment is maintained, enhanced and promoted for the benefits of visitors, residents and future generations.

Reporting Relationships

Responsible to: Sustainable Development I+ Senior Engineer

**Responsible for:** Such staff (internal, external or seconded) as may be placed under the postholder’s control from time to time

Key Accountabilities:

1. Deal with the financial and administrative processes associated with new development and its impact upon the public highway.
2. Administer the Advanced Payments Code with particular reference to the processing and monitoring the progress of S38 Agreements from inception to adoption.
3. Process planning applications in accordance with the County Council’s obligations with District Councils.
4. Record the receipt of planning applications through the administrative systems and distribute to staff as appropriate.
5. Record the receipt of Major and Minor Works packs through the administrative systems for commissioning to our I+ service provider.
6. Liaise with officers responsible for Section 7 Applications (Staffordshire Act 1983) to ensure that the S38 Agreement secures Road Safety Audits and Commuted Maintenance Sums where appropriate.
7. Assist with the management, monitoring and securing of Section Agreement obligations and liaise with Legal Services, Local Planning Authorities, and Finance Services. Ensure timely payment by developers.
8. Maintain an up-to-date knowledge of private street works legislation and regional practices relating to processes and technical requirements to help in the development of methods of working that deliver quality services.
9. Issue Exemption Notices under S219 (Highways Act 1980) and liaise with the officer(s) responsible for Section 7 and Section 106 as appropriate.
10. Provide clerical and related technical support to professional and technical staff.
11. Operate County Council and business unit policies, regulations and procedures in relation to the work of the postholder.
12. Comply with the requirements of the Health and Safety Manual, CDM Regulations, Environmental Legislation and Statutory obligations.
13. Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.
14. Be responsible for delivering the county council’s Equality for All policy relevant to the post holder's area of work.
15. Be committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| Minimum Criteria for Disablity ConfidentScheme \* | Criteria | **Measured by** |
| **A black and purple sign with text  Description automatically generated** | **Qualifications/Professional membership*** ONC in public administration or equivalent.
 | A/I |
| **A black and purple sign with text  Description automatically generated** | **Knowledge and Experience*** Experience in the use of computer based databases and geographic information systems (GIS).
* Experience of financial systems.
* An awareness of private streetworks legislation and technical requirements.
* Experience in working with external bodies e.g. Developers, District Councils.
* Experience in dealing with legal Agreements.
* Good communication skills.
* Ability to work independently and demonstrate initiative.
 | A/I/T |
| **A black and purple sign with text  Description automatically generated** | **Skills*** Good communications skills.
* Representational, persuasive, negotiating.
* People and customer management.
* Confidence, energy, commitment to excellence and quality, analytical with bias for action.
* Sensitivity and empathy.
* Breadth of knowledge.
* Self understanding and commitment to personal and employee development.
 | A/I |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300