Job Title: Road Adoptions Technician Sustainable Development   
Grade: 7

Our Vision

**Our Vision**

We have a clear vision for Staffordshire - 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

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire’s Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

* Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership
* Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality
* Improving customer satisfaction with Staffordshire County Council and enhance its reputation
* Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality
* Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future
* Keeping the network safe for all users, improving network resilience and availability, providing a flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims
* Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge, and best practice

Reporting Relationships

Responsible to: Road Adoptions and Land Charges Manager

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

Key Accountabilities:

1. Assist with the administration, financial and legal processes associated with the adoption of new roads, to ensure the county council fulfils its statutory obligation.
2. Administer the Advanced Payments Code, particularly to process and monitor the progress of S38 Agreements from inception to adoption.
3. Liaise with the officer(s) responsible for Section 7 Applications (Staffordshire Act 1983) to ensure that the S38 Agreement secures Road Safety Audits and Commuted Maintenance Sums where appropriate.
4. Monitor and secure Section agreement obligations and liaise with Legal Services, Local Planning Authorities, Finance, and Community Liaison team and ensure timely payment by developers to ensure roads are fully compliant for public use.
5. Issue Exemption Notices under S219 (Highways Act 1980) and liaise with the officer(s) responsible for Section 7 and Section 106 as appropriate to ensure the County Council can resource the supervision required to oversee the works.
6. Maintain effective relationships with developers and contractors to ensure new roads are adopted and can be maintained by the local authority.

1. Monitor the performance of those elements of the service for which the post holder is responsible and take steps to achieve the strategic aims of the county council, whilst participating in the full range of county council activities and initiatives as required.
2. Assist in administering and updating the Residential/Industrial Design Guides to ensure roads are safe and fully compliant for public use with reduced long-term maintenance liabilities.
3. Ensure that the County Council meets its obligations under Service Level Agreements or other such protocols with District Councils by engaging with local authorities.
4. Ensure that all allocated project work is delivered to the required standard and in accordance with the project programmes whilst participating in the full range of county council activities and initiatives as required.
5. Undertake necessary liaison on matters relating to legal Agreements, Briefs, Statutory Undertakers, sub-consultants, and other internal and external bodies to ensure the satisfactory progression of all related activities.
6. Maintain good relations with, and respond as needed to, queries from Members, internal and external stakeholders about allocated projects.
7. Participate in public consultation and liaison activities and attend meetings as directed (occasionally outside normal office hours) and utilise customer insight to direct, develop and deliver highway services under the post holder’s control.
8. Participate in the administrative, statutory, and legal functions related to project delivery.
9. In the case of specialist skill holders, maintain a high level of knowledge and experience in that skills area and provide specialist support, as necessary.
10. Seek innovative and cost-effective solutions to maximize quality of service.
11. Comply with the requirements of the Health and Safety Manual, CDM Regulations, Environmental Legislation and Statutory obligations.
12. Be committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required.
13. Assist in the co-ordination of the work of employees under the postholder’s control.

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

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Technician qualification or equivalent relevant to Highways and Planning | A/I |
| **employer_small**  **employer_small** | * Excellent communication skills * Relevant experience in highways, planning or other related work * Experience relevant to the preparation of responses to planning applications * Experience in working with external bodies, e.g., District Councils, Local Partnership Groups, etc. and/or with elected Member bodies inc. the Travel Plan Co-Ordinator's working for developers. * Experience of the operation of agreements for the adoption of new streets and construction of off-site improvement works * Experience of the preparation of evidence and appearance at Public Inquiries * Experience of negotiations with developers and preparation of agreements * Employment or other experience which can demonstrate the professional skills, competencies and personal qualities listed below * Knowledge of statutory procedures relating to road adoptions * Knowledge of statutory procedures relating to land charges * Ability to work independently and demonstrate initiative | A/I/T |
| **employer_small** | **Skills**   * Resource planning * Representational, persuasive, negotiating * People and customer management * Confidence, energy, commitment to excellence and quality, analytical with bias for action * Breadth of knowledge * Sensitivity and empathy * Political awareness * Self-understanding and commitment to personal and employee development * Flexibility as the postholder may be called upon to manage or assist with other activities of the Business Unit dependent upon workload and resources available at the time | A/I |

This post is designated as a casual car user

**employer_small** 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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**