

Team Leader – Highways Development Management - Tier 4b

Directorate: Service area:	Communities Planning Delivery
Accountable to:	Tier 4A Delivery Lead – Planning & Highways Development Management
Accountable for:	7 FTE
Politically restricted post	Yes
Delivery teams:	Planning & Highways Development Management
Grade	Q

Context

Planning Delivery facilitates sustainable development across Warwickshire through regulatory and statutory activities

The service acts as the Highway Authority carrying out the day-to-day operations which includes providing statutory highway advice, pre-application advice, new road adoptions and highway inspections.

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Management of the day to day operations of the highways development management team, which includes providing statutory highway advice, pre-application advice and negotiation of contributions to transport improvements and mitigation necessary as a result of development.• Dealing with developers, members of the public, Members, MP's, and agencies in relation to queries about developments and associated transport works and adoption• To assist with managing the key strategic relationships of the highways development management team.• To lead on major and strategic projects including sites of regional significance, coordinating all the inputs necessary to respond as the Highway Authority.
----------------------------------	--

Team Leader – Highways Development Management - Tier 4b

	<ul style="list-style-type: none"> • Provide advice/support and direction for the Development Management team in preparing, presenting and defending consistent, objective, unambiguous recommendations on behalf of the Highway Authority • To negotiate CIL/Section 106 agreement matters on behalf of the wider County Council transport services and to provide the planning expertise necessary to enable the County Council to secure appropriate mitigation and site-specific requirements from developments across the County. • Deal with high profile applications, dealing with Members, MP's, neighbouring Authorities and agencies. • To attend meetings, some of which may be outside normal office hours, as the County Council representative and undertake presentations as required. • Take a lead on innovation and transformation on the procedures and processes of the team, to ensure robustness and consistency. • Ensure that health and safety responsibilities are carried out in accordance with both statutory and corporate Health and Safety policies and procedures. • Due to the nature of the role the ability to travel effectively throughout Warwickshire is essential.
Key business measures	<ul style="list-style-type: none"> • Responding to customer queries, enquires and complaints to Warwickshire service standards. • % of planning consultations responded to in the statutory time period. • % of major planning applications responded to before determination by the Local Planning Authority.
Statutory responsibilities <i>(if applicable)</i>	Highways Authority duties under Highways Act 1980 Statutory Planning Consultee as the Highways Authority under the Town and Country Planning Act 1990 and National Planning Policy Framework.
Specific experience	<ul style="list-style-type: none"> • Experience of managing teams • Experience in complaint and dispute resolution. • High level of people skills including experience of liaising with owners and occupiers as well as non-professional groups and individuals. • Significant knowledge of the planning process as it affects the delivery of improvements to highways and transport infrastructure • Understanding of the links between land use planning & transport, including statutory planning processes. • Significant experience and knowledge of the Highways Act and highway law. • Experience of attending planning committees to represent the Highway Authority. • Experience in giving evidence at public inquires and/or

Team Leader – Highways Development Management - Tier 4b

	<p>appeals</p> <ul style="list-style-type: none"> • Extensive knowledge and experience of national highway standards, guidance and highway legislation. • Knowledge and experience of dealing with legal issues related to the highway. • Experience of dealing and negotiating with developers • Knowledge and experience of Health and Safety and CDM Regulations.
Specific qualifications/and registration	Registered member of engineering, highway or planning professional body, such as C.Eng, I.Eng, CIHT or MRTPI.
Budget responsibility	
FTE responsibility (line management)	7 FTE
Key stakeholder relationships	<p>Service Manager, Planning Delivery. Assistant Director, Environmental Services. Strategic Director, Communities. Other Planning Delivery Lead's. County Council Members, together with those at Parish, District and Borough Councils. District and Borough Planning Authorities. Other Local planning Authorities that adjoin the Country, or whose development will affect the county's highway network Parish Council's Other Highway Authority's. Developers and applicants and their agents. Stakeholders in the planning process. Other WCC Delivery teams, including County Highways, Engineering Design Services, Enabling Services, Strategy and Commissioning teams including Transport Planning, Traffic and Road Safety and Infrastructure and Sustainable Communities. Governance & Policy. Highways England MHCLG</p>

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

Team Leader – Highways Development Management - Tier 4b

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required

Team Leader – Highways Development Management - Tier 4b

- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

Team Leader – Highways Development Management - Tier 4b

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

