

## Transport and Highway Development Manager

Salary £47,573 - £51,327

Welcome message from Andrew Renaut  
Head of Transport Policy & Strategy

Thank you for your interest in this role.

Brighton & Hove is a great place to live, learn, work and visit. Our diverse and vibrant community is passionate about the city and there's a shared commitment to celebrating and promoting all that makes Brighton & Hove so unique. We also welcome more than 11 million visitors to the city each year as a worldwide destination of choice.

Its success however, in common with all cities across the country, masks issues related to poverty, inequality and fairness. This is against a backdrop of ongoing reductions in local government funding, rising demand for our services, and the impact of COVID-19.

Working for Brighton & Hove City Council means you'll be joining one of the largest employers in Sussex and an organisation that's active in its community and developing its transformative journey so we can continue to do the best for the city. For us, a fairer city with a sustainable future is a:

- city to call home
- city working for all
- stronger city
- growing and learning city
- sustainable city
- healthy and caring city

The Transport and Highway Development Team is based within City Transport and the Economy, Environment and Culture directorate. The directorate works with city and regional partners to support low carbon economic growth and maintain an attractive, connected, and well-run city for residents, businesses and visitors. It's leading the city's programme of recovery from the Covid-19 pandemic and progress towards carbon neutrality by 2030.

Some of the key actions the Directorate is focusing on in 2021-2022 include:

- delivering the Climate Assembly and establishing a 2030 Carbon Neutral City plan
- working across the council and the city to establish a community wealth building programme and supporting the city's transition to a circular and more equitable economy
- leading the City Covid-19 Recovery Programme
- developing a new Local Transport Plan for the City
- developing a new City Downland Estate Plan
- leading on the Greater Brighton City Region Covid-19 Economic Recovery Plan and Energy and Water Plans
- developing a deliverable business case for the roll out of full fibre and 5G
- developing a Waste, Recycling and Reuse Strategy for the city
- developing a new Sports Facilities Investment Plan
- progressing the city's major regeneration and infrastructure projects
- delivering new council homes and affordable homes through the New Homes for Neighbourhood Programme and Homes for Brighton & Hove Joint Venture

In support, City Transport aims to deliver an accessible, safe and sustainable transport network by maintaining and improving highway infrastructure, managing movement on the network through regulation, and influencing people's travel choices to reduce congestion, improve air quality and provide sustainable transport options.

### **The role of the Transport and Highway Development Manager**

The Transport and Highway Development team plays a vital role in meeting City Transport's aims, working closely with Planning colleagues and developers to ensure new development in the city does not have a detrimental effect on the highway, but instead delivers improvements in safety and capacity, meets the needs of our diverse community, and is sustainable. The team fulfils the statutory function of the Highway Authority in the planning process, issuing transport advice and monitoring developer-led highway works and ensuring relevant legal agreements, financial contributions and off-site improvements are in place for new developments.

As the team manager you will have extensive knowledge of the development management process and the role of the Highway Authority, as well as significant experience of reviewing and approving complex and technical highway improvement schemes. You will also have good negotiation and communication skills to ensure highway works agreements are appropriate, well managed and enforced.

In return for your contribution and commitment, we offer a friendly and welcoming place to work, a range of training and development opportunities, and a competitive salary and benefits package. You'll join a team of talented staff who all care deeply about the city they serve. Our offer to you is encapsulated in our People Promise which includes:

- We promise to support your wellbeing at work
- We promise that we will be a fair and inclusive place to work
- We promise you opportunities to do your best
- We promise to say "well done", recognise and reward you for great work
- We promise you a good place to work so we can do the best for the city

Brighton & Hove is a diverse, cosmopolitan and vibrant city, with deep-rooted shared values of tolerance, compassion and respect and, as an employer, we want to see the diversity reflected in our workforce. Employing a rich mix of people from a range of different backgrounds with fresh ideas and different perspectives is key to us continually improving our services for the diverse communities we serve. We are committed to ensuring that our recruitment process is as inclusive as possible for everyone and this includes making reasonable adjustments for disabled people.

**Apply for this role if you are motivated to improve the health and wellbeing of the city and see it thrive, by working to develop a transport system that is sustainable, inclusive and easy to use.**

This role has been designated a politically restricted post. This means that political activity is restricted through the Local Government and Housing Act 1989 and prevents post holders from taking part in certain political activities outside of work.

## Job Description

<b>Job Title:</b>	Transport & Highway Development Manager
<b>Reports to:</b>	Head of Transport Policy & Strategy
<b>Department:</b>	Economy, Environment & Culture
<b>Section:</b>	City Transport Division - Transport Policy & Strategy Group

### Purpose of the Job

To be responsible for the strategic and operational management and development of the Transport & Highway Development Management Team in its role as the Highway Authority in the local planning process and when assessing developer-led highway works proposals, in order to deliver corporate objectives and priorities

To work collaboratively and flexibly with a customer-focussed approach across internal service areas and with developers to promote an understanding of the Highway Authority requirements, ensuring relevant legal agreements, financial contributions and off-site improvements are in place, as well as transport development policies, processes, resources and controls, to deliver a safe, accessible, sustainable and high-quality transport network for the city.

### Principal Accountabilities

1. Act as the lead technical expert, responsible for assessing and making recommendations on the transport and traffic related impacts of proposed developments going through the Planning process, and related activities; providing and commissioning expert advice; responding to complex queries; and advising and working pro-actively and collaboratively with internal and external stakeholders and development teams, applying customer focus in order to deliver major development opportunities in the city in line with the objectives of the development plan and corporate objectives and priorities.
2. Develop and maintain operational and quality systems to manage projects, team performance, and customer service in relation to the Highway Authority's statutory role as a consultee in the Planning process, in order to provide timely advice and support to the Development Management service as part of a close working relationship, and to ensure the timely implementation of highway works and construction projects.
3. Input into statutory and non-statutory plans and policy documents where transport is a relevant issue, such as the Local Transport Plan and Local Development Framework (City Plan) and its associated guidance, to ensure that policy development and application is robust and consistent and will deliver safe, accessible, sustainable and high quality developments.
4. Responsible for negotiating, securing and managing developer-led highway works and financial contributions for off-site highway and transport improvements, including temporary and permanent changes to transport infrastructure and related commuted sums.

5. Responsible for securing, monitoring and enforcing Travel Plans and DEMP/CEMPs in line with planning decisions and Highway Authority duties to mitigate the impacts of development proposals, especially those related to road safety and equality, and to complement the objectives and programmes of investment set out in the council's Local Transport Plan.
6. Manage the revenue budgets allocated to fund the team's work, income from fee earning work and the additional fees secured to enable the approval, delivery and monitoring of transport improvements and initiatives, determining appropriate fees and charges.
7. Accountable for the quality and consistency of the team's responses to development proposals in accordance with national, regional and local transport and planning policies and other guidance, and corporate objectives and priorities.
8. Responsible for provision of paid advice to developers/applicants via Planning Performance Agreements and at the pre-application stage and for negotiating and agreeing, where appropriate, internal service level agreements for other aspects of the service.
9. Responsible for securing, where appropriate, managing and maintaining monitoring, survey and other data relating to the transport impacts of new developments in order to ensure these are consistent with individual assessments at the planning application stage and to provide an up to date evidence base to support the timely assessment of future planning applications.
10. Support work to procure consultants to develop and carry out strategic traffic modelling exercises and lead specific modelling work to assist with City Plan assessment and development and monitoring. To be responsible for appointing consultants to support the assessment of individual planning applications, including in relation to junction and network modelling. Support the management of the council's strategic, computer-based transport modelling system within the specified framework contract.
11. Prepare and present reports and evidence at committee meetings, hearings and inquiries on complex planning applications and planning appeals and on matters of planning/conservation policy.
12. Responsible for developing positive partnerships with the private sector, developing and maintaining guidance documents advising on requirements for Transport Statements/Assessments, Travel Plans, DEMP/CEMPs, Highway Agreements and developer-led highway works in order to support the efficient processing of applications and approvals.
13. Respond to formal complaints (including informing the response to Ombudsman complaints) and enquiries from Councillors, the public and developers about matters relating to the service at an appropriate level, promptly effectively and comprehensively in accordance with agreed time scales.
14. Undertake the formal line management/supervision, recruitment, and on-going development and performance management of staff within the Highway Agreements & Transport Development Team and to be responsible for securing and managing related consultant and agency support for its activities. Review ways of working and lead change in order to drive performance, efficiency, and delivery of corporate objectives and priorities and customer/stakeholder needs

15. Deputise for the Head of Transport Policy & Strategy where appropriate. At this level, opportunities to exercise delegated authority will be identified in consultation with the postholder's line manager.

## **General Accountabilities**

### Health & Safety

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained

### Equalities

To develop and implement practices within the team that uphold and develop the principles of the City Council's Fair and Inclusive Action Plan in relation to staff and to service provision.

### General

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

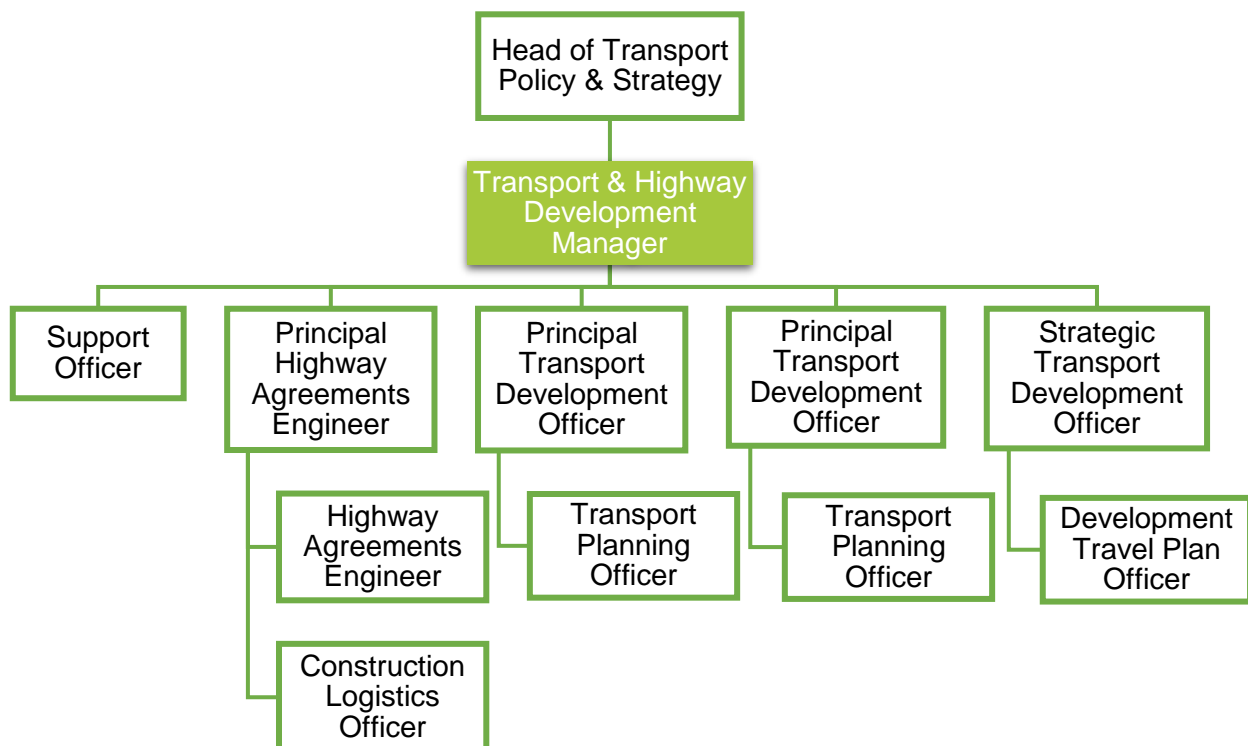
There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## Person Specification

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to NQF level 6/degree standard or equivalent qualification in relevant subject, for example, Transport Planning, Civil Engineering, Planning.</li> <li>• Expert knowledge of the development management process and the role and responsibilities of the Highway Authority in relation to this, including Transport Assessments, Travel Plans, DEMP/CEMPs; Highway Agreements and highway design.</li> <li>• Knowledge of other transport disciplines and regulatory highway regimes necessary to support the delivery of developer-led highway works and demolition/construction activities.</li> <li>• Knowledge of politically sensitive areas – understanding and awareness of political/community interests and the aspirations of the city council's partners and stakeholders</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing and developing a team of professionals, and/or willingness to undergo management training to obtain a management qualification.</li> <li>• Significant experience of negotiating and analysing Transport Statements and Assessments and of providing wider transport-related development control advice within the planning process, including negotiating related S106 obligations.</li> <li>• Significant experience of the technical review and approval of developer-led highway improvement schemes and of negotiating, managing and enforcing associated highway works agreements.</li> <li>• Experience of attending and providing advice at committees, public meetings and dealing directly with elected members and the general public</li> <li>• Experience of contract procurement, administration and management, including NEC3 contracts.</li> <li>• Experience of working collaboratively with internal and external stakeholders, pro-actively engaging with others in order to establish and maintain strong working relationships</li> <li>• Experience of managing change, and actively seeking ways to modernise and improve the service through developing different ways of working.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure, to meet tight deadlines, to prioritise a mixed caseload and to deliver high-quality responses in accordance with statutory deadlines.</li> <li>• Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options, make strategic linkages and recognise where opportunities may exist to seek wider benefits that meet the corporate aspirations of the city council and its partners.</li> <li>• Good communication and interpersonal skills: able to influence decision making, negotiate, develop strong relationships with key members and partners at all levels and present and discuss information with authority when representing the service/council.</li> <li>• Excellent assessment and report writing skills with the ability: to analyse complex data; to liaise with other staff in the directorate and organisation in order to obtain appropriate information; and to present reasoned, concise and consistent oral and written evidence in support of recommendations.</li> </ul>

	<ul style="list-style-type: none"> <li>• High level of political awareness and ability to manage sensitivities when working with councillors in a complex political environment</li> <li>• Able to lead, manage and support staff.</li> <li>• Demonstrable ability to role model positive behaviour in line with the city council's values.</li> <li>• Able to proactively seek wide ranging views on service delivery, receive constructive feedback and take responsibility for implementing change and improvements.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Able and willing to work outside normal office hours as required, for example, to attend evening meetings.</li> <li>• Able to present a good image of the Council.</li> </ul>

## Transport and Highway Development Team Structure



## Recruitment process and indicative timetable

To arrange an informal conversation about this role please contact:  
 Andrew Renaut, Head of Transport Policy & Strategy at [Andrew.Renaut@brighton-hove.gov.uk](mailto:Andrew.Renaut@brighton-hove.gov.uk)

In support of your application, you will be asked to:

- Provide your education and career history, list relevant skills and supply two references

- Answer a set of questions that will demonstrate the skills, experience and knowledge you would bring to the role, as aligned with the requirements outlined in the person specification.

\*\*\*\* THE VIRTUAL INTERVIEWS WILL BE HELD ON MS TEAMS\*\*\*\*

Please note that as part of the recruitment process we will required to undertake the following checks:

- Two references
- Eligibility to work in the UK
- Relevant qualifications and professional memberships
- Pre-employment health check