



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Assistant Highways Development and Delivery Support Officer
Service	Place and Growth
Team	Highway Development Management
Location	Shute End, Wokingham/Hybrid/Borough- Wide Site Visits
Reports to	Principal Highways Management Officer/Highway Development Team Leader
Responsible for	None
Grade	6
Contract Type	Permanent, Full Time

Main Accountabilities	
1.	To advise on the transport implications/highways impacts of development proposals at Pre-application and Full Application Stage.
2.	To assess planning applications, including advising and making recommendations on their transportation implications regarding WBC Policy (such as the Wokingham Core Strategy and Local Transport Plan) and to the National Planning Policy Framework.
3.	To assist in reviewing traffic flow data and identify capacity issues on the road network.
4.	To assist in reviewing sustainable transport accessibility of new developments, parking layouts, loading bay provision, safety of new access junctions, provision of traffic calming features, new pedestrian crossings and new footways/cycleways.
5.	To advise on Transport Statements and Travel Plans presented in support of development proposals and carry out transport appraisals of development proposals.
6.	To review Construction Environmental Management Plans (CEMPS), Delivery Servicing Plans (DSPs) and Parking Management Plans (PMPs) submitted in support of planning applications.





7.	To provide high quality and timely responses to Planning Consultations.
8.	To review Stage 1 Road Safety Audits and ensure that any road safety issues identified are resolved satisfactorily by the developer/designer.
9.	Provide assistance and guidance to developers on the Scoping of any TA required, including commissioning and review of strategic transport model outputs from the Borough's (external) modelling team.
10	To support and assist more senior staff within the Transport and Development Team. This may include input to major development sites via organising traffic surveys, transport modelling or providing input to senior colleagues reports for planning committee, planning appeals or public inquiries.
11.	To provide an excellent level of customer service.

Person Specification	Essential	Desirable
<b>Education/Qualifications</b>		
Level 4 Qualification (eg HNC with 2+ years of relevant experience); Or a Bachelor's degree	Y	
Working towards membership of a relevant professional body (CIHT, CILT, IHE or ICE)	Y	
<b>Experience</b>		
Grade 6: 1-2 Years experience and a Level 6 (BSc) or Level 4 Qualification (HNC/Diploma in a relevant subject)	Y	
<b>Skills/Knowledge</b>		
Good communication skills both verbally and written (producing consultation responses with limited supervision)	Y	
Ability to work to deadlines and work under pressure	Y	
Ability to actively listen in order to extract and	Y	





assess important information		
Good IT Skills and proficiency with MS Teams, SharePoint, Excel, PowerPoint, Word and MS Project.	Y	
Demonstrable skills interpret information from technical drawings or maps	Y	
Proven ability to analyse data and information	Y	
Good negotiating and influencing skills, able to apply these across all areas of the council and with stakeholders/partners		Y
Excellent written and verbal communication skills	Y	
Understanding of the role and responsibilities of the Highway Authority		Y
Knowledge of Local Transport and Planning Policy		Y
Knowledge of relevant national transport and planning guidelines		Y
Working knowledge of GIS		Y
Full driving licence and ability to undertake site visits	Y	

Purpose Details	
<b>Service Purpose</b>	Place & Growth service encompasses the planning, delivery and maintenance of the built and natural environments in the Borough. The Highways & Transport (H&T) team provides a range of services linked to the planning and delivery for users of the Borough network.
<b>Role Purpose</b>	To support the H&T team and Highway Development Management team associated with the design, planning and delivery of new highways and





	streets in the Borough. The role requires reviewing minor planning applications to ensure proposals do not adversely affect road safety.
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**Supervision and Relationships**

Supervision Received	Annual Appraisal and Monthly one to ones
Supervision Given	Support to the Highways Development Control Officers
Contacts	Range of internal contacts across teams such as Town Planning Team, Civil Engineering/Detailed Design Team, Streetworks Team and Parking Management Team.

**Resources/Budget Management**

No management or budget responsibility	
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**Special Requirements**

Ability to travel to a variety of locations in borough desirable.
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Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y





Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	N

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	<Y/N>

Disclosure and Barring Service (DBS)	Details
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DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

### Re-checks

<Details of required regular checks in line with regulations.>

### Evaluation Declaration

Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

