

# Post Specification

## Post Specification - Key Information

- **Post Title: Development and Adoptions Manager**
- **Date: March 2025**
- **Post Group Number: 8522**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS17**
- **Final Grade: Grade 17**

To be read in conjunction with the job family role profile.

## Service Area Description

The Service is responsible for managing and delivering the Council's duties for Sustainable Transport and Highways.

The increase in new planning applications from residential and commercial develops in Cumbria that either impact on highway improvements or highway adoptions is having a direct impact on the highway service delivery in compliance with the Highways Act 1980 and the Council's role in facilitating and managing Section 38 Agreements (S38); which is the current method of adoption of highways associated with new developments under the Act and highway improvements; Section 278 Agreements (S278).

This growth in planning applications and new developments has necessitated expanding the highway development team.

## Purpose of this Post

- To lead, manage and co-ordinate the highways development and adoption management for new developments and highway improvements in Westmorland and Furness.
- Taking strategic control for the management and finances of the highways development and adoption management team both for Section 278 and Section 38 agreements, ensuring the Council is fully compliant with legal agreements entered into with developers.

## Key Job Specific Accountabilities

- Leading the consistent approach to delivery of highway development and adoption management for S38's, for new developments and S278's for highway improvement works. This key role will ensure that commercial opportunities are explored working closely with developers to identify and maximise potential growth for the highways service in all aspects of design and delivery of highway works.
- This role will provide consistency in processes and monitoring key indicators and systems data in MasterGov.
- Forecast and financial reporting, maximising income to provide a sustainable self-funding highway service.

- The key duties of the Development and Adoptions Manager are:
  - To lead the team on Local Highway Authority statutory responses to planning applications
  - To lead the team on reporting and data input using relevant software; DEF software, MasterGov modules.
  - To understand asset management principles including life cycle planning and working knowledge of Code of Practice 'Well-managed highway infrastructure'.
  - To understand the relevant duty holder's role under the Construction (Design and Management) Regulations 2015, in particular, that of Designer.
  - Develop and implement business strategy to maximise commercial opportunities with internal services, contracts and developers.
  - To lead, support and review compliance with the Council's processes and procedures to enable new development related highway projects and highway adoption processes and to lead review of these documents to ensure continual fit for purpose.
  - To lead, liaise and advise various departments and partners, including developers and Highway Consultants on issues relating to Section 38's and S278's their impact on the Council's highway network and understand the need for effective and efficient communication, both written and verbal.
  - To lead on a consistent approach to technical review for both internal and external partners.
  - To lead and support others in the team to work with developers and highway consultants during the design process and undertake design checks to facilitate highway developments in relation to Sections 38's and S278's. from pre-application stage where appropriate. Working with contractors up to completion of the construction phases in respect of delivering site inspections, agreeing remedial works and record keeping.
  - Explore and develop potential opportunities to enhance service capability in respect of development led highway improvements.
  - Explore and develop service commercial awareness and control of commercial opportunity, contracts and frameworks.
  - Generate annual and future income forecasts for establishment fees from developers based on current and future pipeline, monitor and report actual income against forecasting.
  - Lead on internal auditing review of the service and implement service improvements for the benefit of the service.
  - Manage and monitor timeline for bond holdings in the Council's accounts and legal agreements.

*Please note: Annual targets will be discussed during the appraisal process.*

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Day to day management of budgets
- **Staff Management Responsibilities:** Responsibility for service, direct line management of staff
- **Other:** Support other Managers within the group

### Essential Criteria

#### **Qualifications:**

- A relevant degree or NVQ Level 5 in appropriate discipline, and Membership of appropriate professional body.

#### **Knowledge:**

- Political processes and structures of the Council and its key partners in a rapidly changing environment.
- Thorough knowledge of application of standards, specification, systems, guidelines, regulations, policies and legislation appropriate to relevant work area or service

- Knowledge of HR policies and procedures including performance management

### **Experience:**

- Considerable experience of Managing and Leadership in Highways.
- Considerable Commercial experience and acumen.
- Experience of Council Highways Functions, including Section 278 and Section 38 agreements.

### **Expertise:**

- Programme, project and risk management

### **Disclosure and Barring Service (DBS) Checks**

- This post requires / does not require a DBS check.

### **Job Working Circumstances**

- **Emotional Demands:** Minimum exposure.
- **Physical Demands:** Normal effort required.
- **Working Conditions:** No additional demands.

### **Other Factors:**

- To model and display the corporate standards of behaviour
- Ability to travel throughout Westmorland and Furness
- To take part in stand by and support the decision-making process associated with winter and general out of hours.