

# Post Specification

## Post Specification - Key Information

- **Post Title: Development & Adoptions Lead**
- **Date: September 2025**
- **Post Group Number: 8052**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT16**
- **Final Grade: Grade 16**

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

## Service Area Description

The Service is responsible for managing and delivering Westmorland and Furness Council's duties for Highways Services.

The increase in new highway construction is having a direct impact on 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 developing the Development and Adoptions team. In addition to this the Council needs to optimise its commercial awareness and control of contracts and frameworks, while enabling internal services to develop its commercial focus.

## Purpose of this Post

- To support the Development and Adoptions Manager to lead, manage and co-ordinate, on a Council wide basis, in relation to the expanding commercial opportunities of the service due to the significant increase in the number of new planning applications from residential and commercial developers in Eden, South Lakeland and Barrow, that either impact on highway improvements or highway adoptions.
- To assist and support the leadership in taking control for the management and finances of the highway's adoption management team both for Section 278 and Section 38 agreements, ensuring the Council is fully compliant with legal agreements entered into with developers.
- Provide professional, lead advice on commercial arrangements with developers (S38/S278) and oversee the work of other consultants, contracts / frameworks within Westmorland and Furness Council highways delivery.
- To ensure that staff engage and work with the whole organisation, encouraging a 'one team' approach and performance culture, whilst delivering an effective and efficient highways services.

## Key Job Specific Accountabilities

The post will support the Development & Adoptions Manager as subject service specialist for highways adoptions / S 278's to help maximise commercial opportunities with developers and develop 'fit for the future' contracts and frameworks and commercial / cost recovery procedures.

The role will be required to 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 reviews of these documents to ensure continual fit for purpose.

This will be achieved by:

- leading, liaising and advising various departments and partners, including developers and Highway Consultants, on issues relating to planning applications, Section 38's and S278's their impact on the highway network and understand the need for effective and efficient communication, both written and verbal.
- Providing direction and support for others in the team to work with developers and highway consultants during the planning & design process and undertake Highways 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 and reporting and data input using DEF software; MasterGov relevant modules.
- Helping to generate annual and future income forecasts for establishment fees from developers based on current and future pipeline and monitor and report actual income against forecasting, reporting to the Development & Adoptions Manager.
- Working closely with finance to help accurate management and monitoring of timelines for bond holdings in accounts and legal agreements and any associated cost recovery, while overseeing the input of all development related data in the MasterGov system.
- Play a lead role in the delivery of highway adoption management for Section 38's, for new developments and S278's for highway improvement works.
- Help provide consistency in processes and monitoring key indicators and systems data in MasterGov. Forecast and financial reporting, while maximising income to provide a sustainable self-funding team.

The key duties of the Commercial/Highway Adoption Lead are:

- 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 liaise and advise various departments and partners, including developers and Highway Consultants on issues relating to planning applications, Section 38's and S278's their impact on the highway network and understand the need for effective and efficient communication, both written and verbal.
- To 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.
- Help generate forecasts for establishment fees from developers based on current and future pipeline, monitor and report actual income against forecasting.
- Oversee the monitor timeline for bond holdings in Westmorland and Furness accounts and legal agreements.
- Support in the management of information security compliance.

- Be responsible for the wellbeing of yourself and others on a day to day basis, and the management of all technical staff within your team.
- 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.

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Day to day management of developer's funding / budgets.
- **Staff Management Responsibilities:** Direct line management of staff and consultants.
- **Other:** Support other managers within the group.

### Essential Criteria

#### **Qualifications:**

- A relevant degree or NVQ Level 5 in appropriate Highways related discipline or relevant equivalent.

#### **Knowledge:**

- Knowledge of highways issues and services including Asset management, project, programme and risk management, Performance management and Contract / Partnership management.
- Knowledge of political awareness and sensitivity and the ability to communicate effectively with elected members, partners, senior management and staff at a strategic level.

#### **Experience:**

- Experience of council Highways and Development Management Functions.
- Experience of political processes and structures of the Council and its key partners in a rapidly changing environment.
- Financial management experience and working with financial management systems.
- Experience of managing complex issues, programmes and contracts including change management and the implementation of innovation in service delivery.
- Experience of working with partners and external agencies in the delivery of outcomes

#### **Expertise:**

- Highly developed communication skills with the ability to communicate effectively at all levels. It is expected the post holder can communicate complex and often challenging issues clearly to colleagues across the organisation.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:** Minimum exposure.
- **Physical Demands:** Normal effort required.
- **Working Conditions:** Working to tight or restricted deadlines and working with external fundings and accountability.

## 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.