

Kent County Council

Job Description: Development Agreement Project Manager

Directorate:	Growth, Environment & Transport
Unit/Section:	Highways, Transportation & Waste
Location:	Ashford
Grade:	KR10
Responsible to:	Development Agreements Manager

Job Purpose

Manage the delivery of developer funded schemes via S38 and S278 Agreements through providing advice, technical assistance at the initial planning stage to development planners through to delivery and construction of new and amended highway infrastructure on site and post construction phases. This will include the technical review and acceptance of designs submission to Kent Design Guide and DMRB standards alongside the audit site supervision of the construction works.

Main duties and responsibilities

1. The post holder is required to work with a nominated District Councils in the production of design codes for the highway design/layout for the districts development strategic sites, having regard for the County Councils future maintenance of the proposed assets. Advise County and District members as appropriate, in respect of Section 38 and 278 proposals and applications and the implementation thereof.
2. Represent the County Council's position with outside bodies when attending site visit/meetings (including District/Parish Councils/public meetings) on development sites and where necessary making complex decisions on the proposed highway design/construction which have a wider impact on other GET services provided within Kent County Council. Prepare reports and provide specialist advice to senior managers, members, committees, and boards.
3. Scrutinize, review, recommend and where necessary, commission detailed reviews of proposed Section 38 and 278, from the Planning and conceptual design through to the technical design under construction. (Planning to construction). Attendance of Quality Audits and Road Safety Audits to DMRB GG1/19, representing the County Council position to deliver highway causality reduction benefits.
4. The post holder will undertake the client function, instruct, lead, co-ordinate and negotiate with developers in relation to the legal agreements required for Section 38 and 278 Agreements. This will include liaison with legal and finance departments. The post holder will be expected to manage and negotiate with developers in securing external funding or highway improvements to the existing highway infrastructure, especially in relation to damage to the existing assets. Encouraging a consistency of approach and compliance with current standards.

5. Resolve complex problems which occur throughout the design and construction of the Section 38 and 278 highway developments. Where necessary investigate alternative and innovative approaches to highway construction
6. Ensure compliance with Health and Safety Legislations and completion of appropriate training where necessary.
7. Manage the requirements of the Advance Payment Code in respect of new housing developments, and liaise with Finance support team to ensure prompt payment of fees by developers.
8. Ensure complaints are managed sympathetically and in line with KCC procedures and that complaints management is used to maintain and develop customer service and standards.
9. Establish and maintain close co-operation with Highways England as appropriate in relation to Section 6/4 Agreements, where necessary.
10. The post holder will be required to establish and maintain close co-operation with H&T and other County Council officers to ensure that proposed new infrastructure/ assets have no future implications to the County Council. Provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.
11. The post holder will strive to achieve targets in accordance with the departmental business plan, council objectives and formal appraisal review meetings. Monitor public satisfaction throughout the new development process and contribute to the review of development planning policies and guidance. Provide information for performance measures and ensure contract and commercial compliance in all aspects of the role to ensure projects are delivered.
12. Any other tasks and project work dictated by the Head of Service via the Line Manager.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Development Agreement Project Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant discipline • Qualified to at least NVQ Level 5 in civil engineering or other relevant discipline. • Membership of a professional body • Project or Programme Management (APPM/MSP) • NRSWA Accreditation • CSCS Accreditation
EXPERIENCE	<ul style="list-style-type: none"> • Proven relevant experience of development planning and of general highway engineering experience to extensive post qualification experience in design auditing civil engineering schemes or proposals for estate developments and the use of relevant computer applications. • Experience budget management and asset management techniques.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • A high level of interpersonal skill; a competent influencer and negotiator and the ability to negotiate confidently on behalf of the County Council and District Council partners. • Confidence and personal presence sufficient to represent the Authorities at public meetings, Public Inquiries, formal hearings and other meetings with developers, communities etc. • Professional courage to challenge and break down barriers • Confidence to apply innovative thinking. • IT literate and willingness to learn and develop, detailed understanding of the use of various computer systems with the ability to manage complex workloads. • Ability to pull together a range of often conflicting concepts in a coordinated way. • Good communication and presentation skills including letter writing. • A good team player with a 'can do' / common sense approach and a good track record of partnership working. • Creative thinking and able to investigate and research innovative means of highway engineering.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of relevant standards, national and local guidelines. An understanding of the role of responsibilities of the Highway Authority and of local Government to an excellent knowledge of national & local design standards, planning guidance and technical procedures. • Good knowledge of the principles of project management • Working knowledge of CDM regulations, risk assessments and

	contract management.
BEHAVIOURS AND KENT VALUES	Kent Values: <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make