

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	PDP Development Engineer
Pla	PS8	Reports to (role title)	TDP Technical Team Leader
		Directorate/School	Planning and Environment
JE Band	269-313	Service / Department	Place
		Date Role Profile was created	Oct-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To be a supporting member of the team, and provide technical support, contributing to the sustainable development of the County through assisting the assessment of technical design submissions and site inspection elements of all development related work. The post-holder will input into checking, assessing and commenting on Section 38 and Section 278 engineering layouts and details, and ensuring their delivery on the ground through managing site inspection works that are an essential part of this process.
Work Context	TDP is the Highway Authority in respect of applications for planning permission and has a statutory responsibility to respond to consultations from the Surrey Boroughs and Districts and the County Council. There is a high degree of responsibility, particularly in supporting the planning authorities, including providing professional transportation advice and member training, and ensuring that the process is undertaken in accordance with all statutory requirements. TDP Technical team is responsible for assessing the transportation impacts of applications for planning permission and for managing the implementation of development related highway works. The post holder will be required to travel to sites and other locations throughout Surrey and will ordinarily spend a number of days a week out of the office. There will be occasions when the post holder may be required to attend sites out of hours, depending on the works being undertaken.
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. People & partnerships • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Resources • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	Knowledge of good practice in highway maintenance and asset management. • Experience in highway engineering/construction. • Experience of construction sites. • Excellent customer care skills and recognises the importance of meeting the needs of our customers. • Diplomatic and confident telephone manner; • Ability to work using own initiative, both independently and as a part of a team, under pressure and with effective time management skills. • Willingness to travel within the county and visit development sites. • Ability to drive.
Role Summary	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
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