

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	PDP Development Engineer
Pla	PS9	Reports to (role title)	TDP Technical Team Leader
		Directorate/School	Planning and Environment
JE Band	314-370	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 assisisting 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 • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. Policy and Compliance • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. People & partnerships • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. Resources • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. 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	• Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Relevant qualification in Civil Engineering. • Sound 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 are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.
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