

Role Profile

Part A - Grade & Structure Information

Job Family Code	10RT	Role Title	Senior Development Engineer
Grade	S10	Reports to (role title)	Transport Development Planning (TDP) Technical Team Leader
		Directorate	Place
JE Band	371-438	Service	Planning and Development
		Team	Transport Development Planning Technical Team
		Date Role Profile created	01/10/2022 (Updated 15/09/26)

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	Reporting to the Transport Development Planning Technical Team Leader, the Senior Development Engineer will play a key role in assisting in the management of the technical and site inspection elements of all development related work in the area. This will include checking, assessing and commenting on and approving Section 38 and 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. In order to do this, they will work very closely with Transport Development Planning Officers, other teams within Highways and Place and developers throughout Surrey. They will liaise closely with Highways and Place colleagues to ensure that on site developments are managed appropriately and safely to minimise congestion and delays on the highway network and ensure the co-ordination of all works within a fully integrated forward works programme. They will provide advice and direction to the Development Engineer and other junior staff, mentoring and guiding them when required.
Work Context	The Transport Development Planning Team is situated within the Place Directorate. This role is based in Transport Development Planning which is responsible for assessing the transportation impacts of applications for planning permission and for managing the implementation of development related highway works. The role sits in the Technical Team which covers the whole of the County. The Senior Development Engineer will be line managed by the Transport Development Planning Technical Team Leader and will have no direct line management responsibility although will be expected to mentor more junior members of Transport Development Planning from time to time. The post holder will also be expected to attend meetings, as and when necessary. The role is based at Victoria Gate, Woking, but the post holder will be required to travel to sites and other locations throughout Surrey and will ordinarily spend several 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 although the post holder will be expected to mentor and guide the Development Engineer/s and other junior staff in Transport Development Planning when required.
Budget responsibility if applicable	Indirectly involved in the generation of income from development related fees and charges for up to £10 million of development related highway works each year. Oversees the delivery of up to £100 million worth of highway works every year.

Representative Accountabilities	Planning & Organising • Implement countywide strategies and support the development of long term planning. • Lead projects and reviews within a technical area of work to support and enhance service delivery. • Plan workloads and secure resources to enable the team/s to achieve a quality service. Policy & Compliance • Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. People and partnerships • May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. Resources • Assist with budget/resource/ funding management in accordance with the council policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. 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.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May require a specialist technical qualification or membership of an appropriate professional institution. • Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. • May require previous management experience including staff supervision, development and organisational skills. • Proven ability to apply project management principles and techniques to manage a range of projects through to completion. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	• Relevant qualification in Civil Engineering • Membership of an appropriate engineering institution. • Significant experience in the approval, inspection and management of Section 38 and Section 278 projects. • Full and detailed knowledge of relevant national principles, practices, and procedures relating to Development Proposals and Projects; • Sound knowledge of good practice in highway maintenance and asset management; • Substantial experience in highway engineering/construction and dealing with highway related planning matters • 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 skill. • Ability to drive.
Role Summary	Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.

A - Creation of a new role	Please provide context to the creation of this new role.	This is a new business critical post to support the delivery of the Woking town centre Transport Infrastructure Package as approved by EM3 LEP. The post will be fully funded through the approved LEP funding and Woking Borough Council. TDP is working in partnership with Woking Borough Council to deliver the regeneration of the town centre as well as developing further improvements including major rail enhancements in the area. The project is very complex, ambitious and has to be delivered in a constrained, congested area within a tight time frame.
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken.	
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder Reason C of the business case only		
OM Number of the position - Reason C of the business case		
Current grade of the position - Reason C of the business case		
Manager's OM Number this role reports to - Reasons A,B, C above		20069710

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Caroline Smith	TDP East Team Manager	09/09/2016

To be completed and approved by an HR Advisor

HR Advisor to confirm that the role is at a correct level within the particular Job Family

Position	Name	Date confirmed benchmarking to JE Coordinator
HR Advisor	Josephine Bradley	25/10/2022

To be completed by JE Coordinator

Reference Number	BM-2016-149
------------------	-------------