



<b>Job description</b>	
<b>Job title</b>	Technical Assistant – Site Development
<b>Grade</b>	Grade – F
<b>Directorate</b>	Regeneration and Economic Development
<b>Section/team</b>	Highways and Capital Delivery– Site Development Team
<b>Accountable to</b>	Team Leader – Highway Projects
<b>Responsible for</b>	n/a
<b>Date reviewed</b>	August 2022

### **Purpose of the job**

The Site Development Team is focused on achieving the safe and efficient movement of traffic around the Borough's highway network, bringing environmental improvement benefits to our local communities, and maximising economic development opportunities within the area.

The post holders principle responsibility is to provide support for a range of technical administration functions, including responding to customer enquiries relating to highway adoption matters, along with the administration of such functions to achieve the performance and business plan targets of the Highways and Capital Delivery Service. Duties will also involve facilitating the delivery of highways infrastructure through development agreements, and aiding the delivery of any highways project such as a S278 and S38 agreements.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Assisting in ensuring the delivery of the Highway service.
2. To undertake a full range of administration/clerical duties including managing and maintaining project/street files, updating project files.
3. To liaise with colleagues and provide advice to developers, engineers and contractors to ensure the best outcome in relation to highway adoption queries.
4. To oversee and inspect the final adoption of both S38 and S278 schemes. This requires both site inspections and report writing.



5. To liaise with legal services and Finance teams as per the requirements of highways agreements in question to secure appropriate level of approval, and inspection fees, along with calculation of commuted sums and bond (surety) payments.
6. Assisting in the organisation and undertaking of consultation exercises associated with the delivery of the Highways and Capital Delivery service, including with residents and external bodies.
7. To provide timely specialist technical advice to Councillors, Senior management, other professional teams/working groups and the public on allocated projects and services.
8. As representative of the local Highway Authority, to advise developers on implementation, construction, and adoption of new, and improvement of existing highway works relating to development including inspection and approval.
9. Raising orders using the Councils financial system and processing invoices for payment as necessary/appropriate.
10. To ensure that accurate financial information (including forecasting) is provided in relation to ensuring the services business objectives are met.
10. Assisting with the monitoring and review of financial, performance and other information.
11. Processing of Land Searches in accordance with the processes and policies.
12. To ensure that the relevant policies, and guidance in relation to development construction agreements are kept up to date and accord with the councils' current policies.
13. To keep up to date with current legislation and good practice, providing training and advice to colleagues when required.
14. To produce plans, maps and other presentation materials as required by the Highway and Transportation Team and Head of Service.
15. To update and maintain and monitor records held on the Highways and Capital Delivery electronic (GIS) systems, including those for Traffic Regulation Orders, highway records, customer enquiries and liaising with other Council Officers and Members
16. To work flexibly as a member of the Site Development Team to ensure that the aims and objectives of the Highways and Capital Delivery service are met, and a high standard of service delivery is maintained.



17. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.
18. To always comply with the requirement of Health and Safety legislation and Council policy, taking appropriate action where necessary.
19. To undertake other duties as may be required, which are consistent with the role and level of responsibility of this post.

### Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference
- Report actual or potential security incidents

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.