



Role Profile

Transportation Development Management Co-ordinator									
Reference No.	A4879	Type	Individual						
Service	Planning								
Job Family	Professional 2	Grade	FC8						
<p>Purpose</p> <p>To process, vet and inspect Roads Construction Consents, in line with agreed risk protocols and analyse and provide Transportation reports to planning applications and provide day to day technical supervision of Technician Engineers and Clerks of Work and assist the Lead Officer TDM in their duties in delivering the functions of the Transportation Development Management unit. The role will include analysis and evaluation of specialist advice of a technical nature relating to interpretation and clarification of approach to relevant policy and guidance to Technician Engineers. The post will also assist the Lead Officer TDM to process Roads Construction Consents (RCC). Provide main technical lead and coordination of RCC and planning consultations liaising with planning case officers, applicants, agents and others involved in the planning and RCC application process. The post holder would also process and handle RCC cases and planning consultations as required. To support all associated enforcement activity and partnership working as directed by Service Manager/Lead Officer</p>									
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>		<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>							
<p>Assisting in and be part of the Planning Transportation Development Management team. Assisting the Lead Officer in discharging the responsibilities of that team</p>		<p>Educated to SCQF level 8, which includes HND or Advanced Highers, Apprenticeship or equivalent relevant experience in Roads engineering discipline.</p>	<table border="1"> <thead> <tr> <th>E</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>√</td> <td></td> </tr> <tr> <td>√</td> <td></td> </tr> </tbody> </table>	E	D	√		√	
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E = Essential Criteria D = Desirable Criteria

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	Sound knowledge of The Roads (Scotland) Act 1984 and associated legislation and technical assessments of roads construction and relevant quality tests ie California Bearing Ratio etc.		
Providing technical advice and guidance relating to the implementation of roads standards and related legislative requirements, including enforcement and administering the legal and financial responsibilities of implementing road bonds and associated enforcement both planning and roads focussed	Substantial experience the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√	
Providing support to; liaising with; and assisting the Lead Officer on works covered by Roads Construction Consents and Technical Approvals and analysing merits of planning and other proposals against legislative requirements to evaluate and provide appropriate decision/response.	Good interpersonal skills and ability to provide guidance and mentoring colleagues in the team.	√	
Undertaking technical assessment of complex planning applications to deliver Transportation Reports for Major planning applications- (including negotiation and professional advice required to take an application to determination stage)	Attention to detail and good analytical skills	√	
Dealing with RCC applications; establishing Road Bond financial value; working with Clerk of Works' to ensure compliance with RCC technical/engineering specifications. Relevant enforcement activity including calling in Roads Financial Bonds and associated financial assessment of value, and ability to work to deliver decisions in tight timescales under pressure.	Attention to detail skills. Experience working in a roads engineering field and knowledge and experience of related legislation. ie Planning law, planning enforcement, Flooding and drainage	√	
Adding works completed in accordance with RCC to Fife Council List of Public Roads	Administrative skills Experience of dealing with people and challenging situations	√	
Liaising with other members of staff within the Council, developer and contractor's personnel, public utilities, agents, members of the public	Organisational skills. Problem solving skills	√	

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and other relevant parties in dealing with planning application consultations and RCC matters.				
Maintaining records, drawings, specifications etc both manual and computerised and ensure they are stored correctly.	Communication skills, IT skills	√		
Determining approval or refusal based on the application of relevant roads legislation including analysis and evaluation of proposals in relation to non prescriptive Fife Council policy eg "Making Fife's Places	Ability to read and interpret architectural plans. Organisational skills. Problem solving skills Substantial experience the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√		
Undertaking technical checks and assessments of roads construction ie compliance with California Bearing Ratio and construction quality assessments. Undertaking detailed on-site inspection services (including any measurements or technical calculations/checks in accordance with statutory or national agency standards/requirements) relating to Roads Construction Technical Standards	Knowledge and awareness of Local Government procedures		√	
Policy and process development in relation to Transportation and Roads legislation and Urban Design- shared spaces theories of Place Making.	Substantial experience the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√		
Maintaining accurate and detailed records of all site inspections and ensure all paperwork and computer information is accurate and up-to date for applications and other areas of work.	Communication skills, IT skills	√		
Engage with applicants, agents and other professionals during the roads construction phase to help achieve delivery of roads to adoptable standard to protect the Council from future financial liabilities due to construction faults.	Substantial experience of the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√		
Engage with Policy and Place Team in development of policies and develop guidance in relation to Transportation initiatives and legislation to shape the delivery of the Local Development Plan for Fife	Substantial experience the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√		

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Attending relevant Planning and other committees of the council as required to provide analysis and interpretation of Transportation inputs to planning process and all other related fields.	Substantial experience of the relevant Roads/ Transport legislation and Fife Council policy (approval and compliance/inspection)	√	
Dealing with enquiries (telephone/email/face to face) from all categories of enquirers relating to all aspects of the various application/consultation processes, e.g. explaining an application, details from an application, technical or professional advice, etc.	Dealing with sensitive issues on a private and confidential basis.	√	
Resolving conflict with and between stakeholders e.g. agents, architects, applicants, contractors, etc. Negotiate with agents, Architects applicants, etc. on matters such as timescale, cost, appropriateness of design/construction methods/practices, within clear limits of responsibility and in line with legislation and Service procedures. Maintain an understanding of the wider issues that affect construction businesses and their clients.	Ability to work as part of a team or individually. Experience of dealing with customers face to face and by phone/e-mail/letter	√	
Maintaining up-to-date knowledge and understanding of traditional, current and developing roads construction methods/building defect remedies and practices. Maintain an understanding of the wider issues that affect construction businesses and their clients.	Able to provide regular and effective service	√	
Resolving problems through critical analysis/thinking, planning and organising work, reviewing and evaluating options/progress and assessing/managing risk.	Rational/methodical approach to problem solving.	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours
<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more</p>