# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:**  | Construction Logistics Officer  |
| **Reports to:**  | Principal Highway Agreements Officer |
| **Department:** | Economy, Environment and Culture |
| **Section** | City Transport / Transport Policy and Strategy  |
| **Date Written** | June 2021 |

**Purpose of the Job**

To agree and review conditions/planning obligations to manage the traffic impacts of demolition and construction activities relating to new developments, and ensure activities are carried out in accordance with the related management plans.

To work collaboratively and flexibly with a customer-focussed approach across internal service areas and with developers in order to promote an understanding of the Highway Authority requirements and to deliver a safe, accessible, sustainable and high-quality transport network for the city and other corporate priorities and objectives.

**Principal Accountabilities**

1. Assess major planning applications in respect to whether further information about construction/demolition impacts is required before approval to demonstrate that these can be suitably managed, and propose conditions/obligations to secure related management plans, advising team members accordingly.
2. Lead on reviewing and responding to consultations relating to discharging planning conditions/obligations that require approval of demolition/construction/ & environmental management plans (DEMPs/CEMPs).
3. Lead on reviewing and responding to proposals to revise previously approved DEMPs/CEMPs or to approve further such documents for later phases of development/construction.
4. Lead on site visits to monitor compliance with approved DEMPs/CEMPs and coordinate highways, planning and/or legal enforcement action by others to address non-compliance with approved DEMPs/CEMPs
5. Effectively manage a caseload of applications/sites.
6. Maintain appropriate administrative systems and records for both general caseload management, individual cases and monitoring of related fees/finance.
7. Develop appropriate tools to expedite the assessment and approval of submitted DEMPS/CEMPs, including checklists and template documents.

1. Work proactively, flexibly and collaboratively with internal and external stakeholders using a customer-focused approach to deliver development opportunities within the city in line with the objectives of the development plan and corporate objectives and priorities.
2. Respond to queries/complaints related to sites with DEMPs/CEMPs from elected members, the public, public transport operators and others, having regard to political sensitives.
3. Coordinate with Highway Agreements Officers in relation to parallel s278/38/184 developer-led highway works that may occur at the same sites and with Highways Maintenance Officers in respect to demolition/construction damage to highway assets.

**General responsibilities**

* To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.
* To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.
* In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:
* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety.
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice.
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice.
* To ensure that safe premises, equipment and working environments are maintained.
* Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.
* You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.
* This job description sets out the duties of the post at the present time.

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**PERSON SPECIFICATION**

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**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | * Level 4 qualification in highway engineering/management or similar).
* Membership or associate membership of an appropriate professional body.
* Detailed knowledge of guidance in ‘Traffic Signs Manual - Chapter 8’ and ‘Safety at Street Works and Road Works: A Code of Practice’.
* Knowledge of consents/licencing systems and statutory frameworks relating to works impacting the highway, including related programme implications.
* Knowledge of standards and certification systems for improving the safety, management and/or appearance of construction activities and/or hauliers.
* Knowledge of procedures/legislation for controlling and rectifying damage to highways assets from demolition/construction activity.
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| **Experience**  | * Experience of producing clear written and photographic records/diaries
* Experience of managing and/or monitoring compliance with approved management plans.
* Experience of identifying non-compliance with management plans and/or other related highway consents/licences and securing timely corrective action.
* Experience of liaising with site managers and construction demolition operatives to encourage compliance and resolve emerging concerns.
* Experience of initiating and coordinating planning and highways enforcement activity
* Experience of working collaboratively and consulting internally and externally with interested parties, authorities and organisation to agree mutually acceptable arrangements to manage traffic impacts.
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| **Skills**  | * Able to pro-actively assess and recommend appropriate arrangements to minimise the transport impacts of development and resolve concerns that may delay works.
* Able to effectively plan and manage own time and workload to accommodate a large caseload and regular and orderly site visits.
* Able to deal effectively with complaints/concerns from contractors, members of the public and elected Members, having regard to political sensitives.
* Able to maintain and follow appropriate administrative and quality control systems.
* Demonstrable ability to role model positive behaviour in line with the city council’s values.
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| **Equalities**  | * Able to demonstrate a commitment to the principles of Equalities and Diversity in the management of both services and staff and to be able to carry out duties in accordance with the Council’s Inclusive Council Policy.
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| **Other Requirements** | * Able and willing to work outside normal office hours as required e.g. to attend evening/ ‘out-of-hours’ meetings
* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices and instructions.
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