
Your job

Job Title: Technical Officer - Developments

Service: Highways and Network Management

Grade: 8

Reporting to: Service Lead – Highways and Network Management

This exciting role sits within the Highways and Network Management Service, a key part of the council's efforts to keep people and places connected. The service plays a vital role in managing congestion, improving road safety, supporting sustainable growth, and enabling residents, businesses, and visitors to travel safely and efficiently throughout the borough and beyond.

As a Technical Officer, you will be responsible for the technical assessment of highway development submissions, helping to shape and support the future development of the borough's transport infrastructure.

Working closely with a range of technical professionals across highway development, traffic management, and asset management disciplines, you will lead the administration and delivery of the Section 38 and Section 278 processes. This will ensure that new highways, roads, and associated infrastructure are designed and constructed to Wigan Council's adoptable standards, while supporting wider corporate priorities and objectives.

You will play a key role in delivering the Council's ambitions through Progress With Unity helping to create thriving communities through the delivery of high-quality transport and development infrastructure. Your work will contribute directly to enabling new development, improving connectivity, and supporting the economic, environmental, and social wellbeing of the borough.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Support in bringing legacy development sites up to formal adoption standards.

On an ongoing basis you will:

- Carry out technical assessments of Building Regulation notices and co-ordinate all appropriate legal notices as per the Highways Act 1980.
- Carry out technical assessments and co-ordinate council stakeholder responses to development submissions.
- Compile Bills of Quantities in order to accurately assess development construction costs; surety levels and engineering fees.
- Liaise with developers / stakeholders and co-ordinate results in order to ensure that proposed developments are to Wigan Council (adoptable) standard and are aligned with the corporate goals.
- Organise the implementation of all new development legal agreements and update Asset register.
- Monitor and progress legal agreements to their conclusion in an efficient and business-like manner.
- Carry out site inspections to ensure that works comply with approved specifications.
- Dealing promptly with development related enquiries and complaints in line with the council's customer care procedures and standards.

- Assist in the development, implementation, maintenance and review of asset data, service standards and business plans reflecting best practice with the most innovative business solutions that enhance asset values, service delivery and reputation management.
- Ensure the health and well being of the workforce and local community by observing health and safety regulations and policies, and working collaboratively with suppliers, contractors, businesses and partners as appropriate.
- Assist to ensure that the Highways and Network Management Group meet their performance and budget targets, whilst maintaining the reputational management of the Council and the Directorate.
- Assist the Service Lead to maximise, maintain, develop and forecast income generation opportunities.
- Represent the Council externally, both professionally and technically to lead and influence the development of service standards and specifications, as required.
- Liaison with MP's, Members and officers of the Council, Statutory bodies and representatives of other external organisations and members of the public, as required.

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Possession of a relevant professional qualification, such as ONC in Civil Engineering, or demonstrably similar level of knowledge, skills and experience relevant to the requirements of the post.
- Have experience of operating in a traffic management, highway design and highway maintenance environment.
- Highway construction knowledge including new construction and planned maintenance methods.
- Have knowledge and understanding of all relevant legislation, regulations, codes of practise, processes and techniques.
- Working knowledge of highway legal agreements/notices including S220, S278 and S38 agreements.

- Have a detailed understanding of the value and use of new technologies in improving services and modernising working processes.
- Capable of monitoring all financial contributions relating to new developments.
- Have the ability to undertake a range of duties simultaneously and to priorities workload.
- Have excellent decision making skills and ability to break down technical problems or issues.
- Be able to deliver innovative and value for money solutions that positively impact within the service.
- Possess excellent interpersonal skills with an ability to work constructively with elected members, senior managers, developers and other internal and external organisations and authorities, with whom there is regular contact.
- Have a deeply held sense of purpose and strives to give their best and achieve the optimum outcomes that empower and support employees and communities and residents.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”