

Post Specification

Post Specification - Key Information

- **Post Title: Development Management Officer - Highways**
- **Date: February 2026**
- **Post Group Number: 6351**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT13**
- **Final Grade: 13**

To be read in conjunction with the job family role profile.

Service Area Description

Delivery of technical advice to fulfil the Council's Development Management responsibility for responding to planning enquiries and planning applications in Westmorland and Furness Council on behalf of the Local Highway Authority.

Ensuring co-operation and effective collaboration between the Highway Planning Team, Local Planning Authorities and the Active Travel, Infrastructure Planning, Public Rights of Way, Traffic Management and Local Highway Network teams and other stakeholders within the Westmorland and Furness Council area.

Purpose of this Post

The Development Management Officer – Highways is responsible for preparing formal responses to planning enquiries and applications and to ensure provision of an effective and appropriate standard of service, reflecting the relevant policies, technical principles, guidance and regulations/legislations relative to the area of responsibility.

To provide technical advice in accordance with the Highways Act 1980 and the relevant highway legislation and coordinate the Council response to applications.

Key Job Specific Accountabilities

1. To carry out activities relating to evaluating and assessing planning applications and planning enquires which impact on the Council's highways and transport network, provide formal response on behalf of the Highway Authority and negotiate appropriate mitigating measures, such as financial contributions or infrastructure improvements, as part of the planning process.
2. To review Travel Plans and their suitability for mitigating the impacts of development and to monitor the implementation of Travel Plans to ensure the objectives are realised and planning impacts mitigated.
3. To coordinate consultations and undertake activities associated with negotiating contributions and improvements in respect of areas of responsibility resulting in Section 106 and Section 278 Agreements. To assist with the drafting and subsequent management of Section 106 Agreements which include clauses relating to Highway and Transport matters ensuring that contributions are received and spent within the stipulated timeframes.

4. Provide advice to colleagues, other officers and external parties on the interpretation and application of policies, technical principles and regulations/legislations in respect of the areas of responsibility.
5. Carry out other tasks commensurate with the grade as may be required, including responding to emergency situations.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** To assist the team to negotiate and secure appropriate mitigating measures such as financial contributions or infrastructure improvements. Develop business cases for project investment.
- **Staff Management Responsibilities:** No direct line management responsibility.
- **Other:** Provide instruction and on-the-job training for colleagues and assist in allocating and checking the work of colleagues within the team.

Essential Criteria – Qualifications, knowledge, experience and expertise

- A relevant degree in appropriate discipline or equivalent demonstrable experience.
- Substantial relevant experience.
- Member of the relevant professional body.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:**
 - Occasional
- **Physical Demands:**
 - Normal effort required.
 - Mainly desk based, with some attendance at sites to determine problems and oversee works.
- **Working Conditions:**
 - Primarily home and office based, with regular site visits and attendance at external meetings / events.
- **Other Factors:**
 - Driving with a full UK Driving Licence is Essential.
 - To model and display the corporate standards of behaviour.