

ROLE PROFILE

Function	Technical	
Job Title	Adoptions Engineer	
Grade	M2	
Reporting Lines	Reports to	Technical Director Senior Engineer
	Direct Reports	n/a

Aim of the role

The Adoptions Engineer plays a crucial role in supporting the Technical Team by managing the process of handing over completed roads, sewers, and public open spaces to local authorities and statutory bodies in line with Section 38, Section 104, and Section 278 agreements. Working within the technical or engineering team of a housebuilding company, the Adoptions Manager ensures that all relevant infrastructure meets adoptable standards and is maintained until final adoption.

The role involves coordinating with site managers, contractors, local authorities, utility companies, and legal teams to ensure timely and compliant adoptions. Strong knowledge of UK highways and drainage adoption procedures, excellent project management skills, and a thorough understanding of relevant legislation and industry regulations are essential.

Responsibilities and Duties

- Act as primary point of contact with local authorities, utility companies, and internal stakeholders.
- Review existing bond liability and identify where they can be reduced / eradicated. To focus on reducing these in a structured way, targeting quick wins and larger bonds in the first instance, whilst ensuring a programme for the removal of all bonds is maintained and updated accordingly.
- Manage the overall bond liability and identify the key triggers to facilitate reduction. Ensure the dates for these are clear and that all steps are identified and the necessary inspections and certificates are applied for, with required works undertaken in the most cost efficient and timely manner.
- Report regularly on adoption progress to senior management via the bonds tracker ensuring that all bonds are recorded and kept up to date – noting that S278, S38, S104, Deed of Grants, Pump Stations, POS and Management Company areas that are to remain private.
- Prior to new sites finishing, to work with the Production Department to ensure a timely issue of a maintenance certificate for both roads and sewers. To ensure adoption standards are met and the bonds are reduced at all available trigger points as soon as possible.
- Ensure all Health & Safety Method Statements and Risk Assessments are approved by the Production Director/H&S Group Department prior to commencing maintenance works on completed sites.
- Seek quotations for highway, drainage, M&E, street lighting and landscaping remedial works using approved Contractors as agreed with the Commercial Department
- Undertake tender comparison and analysis and submit to the Technical Director for authorisation
- Prepare and review annual cost plans/cash flow projections for adoption works in conjunction with the Commercial Department and Commercial Director for accurate closed site budgets.

- To ensure grounds maintenance contracts are in place for all completed estates and that they are reviewed regularly and are ceased at the appropriate time when such time adoption takes place.
- To ensure compliance with the CDM-EMS procedure during the arrangement of adoption remedial works.
- Arrange and review CCTV Surveys, As-Built Surveys, Streetlight Electrical Test Certificates, etc. and submit to adopting authorities as required.
- Liaise with the Senior Engineer and Development Managers to ensure that infrastructure agreements (S278, S38, S104, S185) and Deeds are in place to facilitate the timely commencement and sign-off of works
- Cultivate and maintain good, professional and respected working relationships with all external adopting bodies including Highways Authorities, Water Authorities, Councils and Management Companies.
- Assist on leading monthly update meetings with Local Highways Authorities and keep minutes up to date with any ongoing adoptions issues.
- Ensure team is aware of the bond overrun figures and timings.
- Provide guidance to internal teams (including Technical, Construction, and Customer Services) on adoption standards and best practices.
- Manage consultants or third-party engineers where necessary to support adoption deliverables.
- Ensure construction work is carried out to the correct standards, specifications, and technical approvals required for adoption.
- Carry out regular site inspections to monitor progress and quality of work.
- Identify and resolve any outstanding defects and manage remedial works during the maintenance period.
- Coordinate with legal teams to facilitate timely processing of adoption agreements and bonds.

Knowledge Skills and Experience

- Background in civil engineering, construction, or technical project management.
- In-depth knowledge of Section 38, 104, and 278 agreements.
- Experience within UK housebuilding or a similar infrastructure-related sector.
- Strong communication and stakeholder management skills.
- Proven ability to manage complex, multi-stakeholder processes.



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GROUP



HOPKINS
HOMES



TILIA
HOMES

Our Behaviours - Manager	
Trust and Integrity	<ul style="list-style-type: none"> • Maintains confidentiality • Acts in a way that builds trust and confidence • Communicates with honesty and transparency • Treats everybody with dignity and respect • Welcomes value in diversity
Enable and Support	<ul style="list-style-type: none"> • Encourages team to create positive working relationships with others • Provides feedback • Ensures work is distributed fairly • Seeks first to understand; listens before speaks • Enables people to take ownership for their own work • Gives people the opportunity to learn from mistakes without judgement
Inspirational and Motivational	<ul style="list-style-type: none"> • Inspires confidence by demonstrating knowledge and understanding • Celebrates and rewards success • Approachable • Sets fair and clear expectations
Self-aware and resilient	<ul style="list-style-type: none"> • Listens and reflects on feedback from others; seeks to make positive changes • Adapts behaviour to different situations • Is aware of unconscious bias and adapts accordingly • Keeps calm and considered under pressure
Purposeful and Decisive	<ul style="list-style-type: none"> • Aligned with the wider business objectives • Sets realistic expectations for high performance • An effective and efficient decision maker • Makes difficult decisions • Takes responsibility and accountability for decisions and actions