

# Post Specification

## Post Specification - Key Information

- **Post Title: Highways Network Officer**
- **Date: August 2025**
- **Post Group Number: 5450**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT11**
- **Final Grade: 11**

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

## Service Area Description

Highways Service

## Purpose of this Post

To be a member of a team in the relevant local area, involved in the preparation, design and processing of highway improvement and maintenance projects, undertaking inventory collection, processing of adoption of highways, and planning/managing winter maintenance activities to given timescales, costs and specification.

To provide technical advice and guidance to colleagues particularly in local areas in respect of specifications and standards for highway design and maintenance.

## Key Job Specific Accountabilities

1. To carry out surveys, design, specification and works supervision associated with the improvement and maintenance of highways projects (including footways and cycleways).
2. Carry out duties using the computer systems and other available systems
3. Assist with planning and managing the winter maintenance operations including arranging for availability of materials and plant in coordination with colleagues across the 6 local areas
4. Assisting with planning and organising the team's work/projects to ensure delivery to given timescales and budgets as set down in service or business plan
5. Assist with the organising and supervising of the activities of Highway Network Technicians
6. Assisting the Highway Network Engineer to develop projects and work programmes and deliver, monitor and report on progress
7. Issue work and instructions to contractors and other suppliers and undertake the analysis of inventory information as part of the Asset Management process in liaison with the Assistant Asset Manager's team
8. Develop solutions to a wide range of highway and transportation scheme design and specification issues, and organising implementation

9. Organising the collection of data and records for coordination with the Asset Management Register
10. Providing advice to Members and other officers on the interpretation and application of policies, technical principles and regulations/legislation relative to area of responsibility
11. Determining compliance with Council policies and regulatory frameworks, and ensuring their application
12. Preparing reports including the drafting of Cabinet and local committee reports
13. Drafting of and reviewing relevant operational and quality management procedures and checklists
14. Attend meetings and present reports in the Highway Network Engineer's absence
15. Representing the Council's and Directorate's best interests at all times by ensuring effective communications within the Council, with external organisations and the general public
16. Take part in effective liaison with internal and external stakeholders as part of the delivery of projects and/or the relevant service. Liaise effectively and coordinate working with colleagues operating across the Highways and Transportation service
17. Contributing to effective team working and providing assistance to on-the-job training of colleagues as well as giving technical guidance, support and training to team members and colleagues
18. Assist in allocating and checking work of colleagues in the relevant work area

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

### **Key Facts and Figures of the Post**

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** N/A
- **Other:** N/A

### **Essential Criteria**

- **Qualifications:**
  - A relevant degree or NVQ Level 5 in appropriate discipline or equivalent
  - Evidence of continuing personal and professional development
  - Construction Design Management Regulations
  - Membership of appropriate professional body.
- **Knowledge:**
  - Political processes and structures
  - Thorough knowledge of application of standards, specifications, systems, guidelines, regulations, policies, and legislation appropriate to relevant work areas or service performance management.
  - Can provide evidence of efforts made to keep up to date with changes in the industry sector and local government
  - Knowledge of the industry standard computer systems available to assist with the design and specification of highway schemes
  - Computer literate and ability to work with computer systems and Microsoft Office suite of programs
- **Experience:**

- Experience in dealing with customers and service providers.
- Financial management experience and working with financial management systems
- Experience of effective communication with Councillors
- Experience of managing complex projects and contracts to successful outcomes in highways related field
- Experience of working in the relevant service area and of the business and the context in which it operates
- Experience of working with computer systems for the design and specification of highway schemes
- Experience of winter maintenance operations
- **Expertise:**
- Can demonstrate expertise in own relevant professional field
- Contract/partnership management.
- Asset management, project, programme and risk management.
- Political awareness and sensitivity
- Able to support the Council at meetings with councillors and outside organisations, to communicate effectively, both orally and in writing, in public, partnership, commercial and council settings.
- Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.
- Direct staff and work as an effective team member.
- Financial management.
- Able to work under pressure and achieve deadlines.
- Able to work innovatively to develop more effective service delivery.
- A flexible approach to work.
- Project, programme and risk management skills
- Ability to tackle issues from a conceptual/theoretical base
- Good communication skills
- Self-motivating
- Co-ordination and facilitation skills
- Good communication skills
- Self-motivating
- Good presentation skills
- Ability to influence and negotiate
- Proven organisational skills

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:** None
- **Physical Demands:** None
- **Working Conditions:** N/A
- **Other Factors:** Ability to attend evening meetings when required
- Able to travel extensively throughout the County