

Post Specification

Post Specification - Key Information

- **Post Title: Streetworks Compliance officer**
- **Date: xxxx**
- **Post Group Number: 7086**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT10**
- **Final Grade: Grade 10**

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

Service Area Description

The streetworks team manages all aspects of work undertaken on the W&F highway network. This includes the inspection of all utility work activities, from coordinating the works to inspecting the works from the start to completion in accordance with the New Roads and Street Works Act 1991 and its relevant codes of practice, the Traffic Management Act 2004, the Highways Act 1980. Streetworks also cover all aspects of W&F permit scheme and the relevant W&F service procedures.

Purpose of this Post

- To support the streetworks lead compliance officer to undertake duties set down within the New Roads and Street Works Act 1991 and relevant Codes of Practice, Traffic Management Act 2004 and the Highways Act 1980.
- Carry out duties associated with the monitoring of all work on the public network and all relevant activities undertaken on the highway by external or internal parties and utility companies across the highway networks, in accordance with the New Roads and Street Works Act 1991 and its relevant Codes of Practice, Traffic Management Act 2004 and the Highways Act 1980, W&F service procedures and W&F permit scheme.
- To support the streetworks team and area highways and network teams to undertake duties set down within the New Roads and Street Works Act 1991, the Traffic Management Act 2004 and the Highways Act 1980.
- To facilitate the coordination of activities on the network both by internal and external parties and including inspection and monitoring at all stages from planning to completion of works.
- To provide technical advice and guidance to colleagues and external parties across the relevant local area in respect of specifications and standards for such works, reinstatement works, durations of ongoing works and proposed works.
- To attend meetings with the streetworks lead compliance officers and highway officers and network engineers on all major works permits and agree the permit conditions in line with W&F permit scheme.

Key Job Specific Accountabilities

- Perform duties associated with the monitoring, inspection, and investigatory inspection of public utilities undertaking work on the highway and on all relevant permit activities undertaken by streetworks on the highway by external third parties across the local area under the Highways Act.
- To provide technical advice and guidance to colleagues and external parties across the relevant local area in respect of specifications and standards for such works and reinstatement works.

- Contribute to the coordination of works and other relevant activities undertaken by the council on the highway network with those of external parties to accord with the obligations of the Traffic Management Act 2004
- Reviewing and inspecting the details of allocated works, assessing their compliance with relevant regulations, standards, plans, and permit conditions and record the information.
- Identifying issues and where appropriate, remedying or escalating them to the streetworks team.
- Issue work and instructions to contractors and other suppliers and organise coordination of activities with own team including collection of appropriate inventory information and updating of records.
- Adhering to health and safety procedures and safety codes of practice for streetworks and road works taking responsibility for personal safety when undertaking activities especially on site and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the council and the general public.
- To support and inspect onsite coring, testing, and sampling of the network by the relevant coring team as required.
- Checking of road closures including the permitting, preparation, issuing and implementation of closures in line with W&F service procedures.
- *Please note: Annual targets will be discussed during the appraisal process.*

Key Facts and Figures of the Post

- **Budget Responsibilities:** Contribute to the planning and reporting of income and expenditure within the service area to the streetworks lead compliance officer
- **Staff Management Responsibilities:** None

Other: Management of information relating to area of service. Responsible for ensuring all individual area targets are achieved.

Essential Criteria

- **Qualifications:** Relevant technical, vocational qualification or equivalent GCE O level / GCSE grade C or above in English and Maths IT qualification.
- **Knowledge:** Local government, understanding of appropriate health and safety procedures and legislation relating to working alone on the highway. A clear understanding of the operations of the highways and transportation service.
- **Experience:** Working in a team environment in a highway related service, working on activities which fall under the New Road and Street Works Act 1991 and its relevant Codes of Practice, the Traffic Management Act 2004, the Highways Act 1980, W&F service procedures and W&F permit scheme. Understanding of political processes in a council setting.
- **Expertise:** Computer, phone, and handheld tablet literate. Ability to liaise and communicate effectively with people and bodies internal and external to the council. Maintains an up-to-date knowledge of the relevant industry. Ability to influence and negotiate. Ability to manage own workload and prioritise work effectively to achieve goals and targets, pertinent to statutory inspections, defects and any ad hoc requests as they occur.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** (Description of any emotional demands of the job)
- **Physical Demands:** (Description of any physical demands of the job)
- **Working Conditions:** (Description of any working conditions)
- **Other Factors:** (Any other relevant factors)

Other Factors:

- Able to travel extensively throughout the area and to attend evening meetings when required.