

## Job Description

Job Title – **Street Works and Permit Coordinator**

Grade - SO1

### Overall purpose of the job

To co-ordinate street works and permitting carried out by the Council, its agents and Utility Companies throughout the County whilst ensuring that they are carried out in accordance with the national conditions for Permit Schemes, Codes of Practice of the New Roads and Street Works Act 1991 and the statutory network management duty requirements of the Traffic Management Act 2004 all with minimum disruption to highway users.

### Main accountabilities

Main accountabilities		
1.	<p><b>Coordination of major works and permit applications</b> Analyse the provisional advance applications (PAA) for major works and permit applications to ensure a coordinated approach is used to minimise traffic disruption.</p> <ul style="list-style-type: none"><li>• Oversee and deal with conflicts and find solutions</li><li>• Impose variations on permits</li><li>• Add works comments to permits</li><li>• Grant or refuse PAAs</li><li>• Analyse and agree Permit modification requests</li><li>• Analyse and then respond to traffic signal applications</li></ul>	45%
2.	<p><b>Data management</b> Collect and maintain records, manage data and performance information, accurate data entry into the back office IT systems.</p> <p>Maintenance of the National Street Gazetteer for the Council, particularly in relation to the inclusion of planned works and streets subject to Section 58 notices for inclusion in the National Street Gazetteer.</p>	20%
3.	<p><b>Reporting</b> Compile and provide reports for Street Works Co-ordination meetings.</p> <p>Producing reports in order that re-chargeable costs/fees can be invoiced</p>	10%

	to the appropriate statutory undertakers.	
4.	<p><b>Inspections</b> Issue job sheets for site inspections to check works durations and compliance within permit scheme.</p> <p>Instigate any additional follow up actions for enforcement of the permit. Issue, log and monitor Defect notices as well as Fixed Penalty Notices in relation to NRSWA inspections.</p> <p>Attend site meetings if required</p>	10%
5.	<p><b>Communication</b> Liaise and inform stakeholders about works</p> <p>Investigate complaints relating to permits and street works and see through to a satisfactory position.</p> <p>Coordinate with the IHMC and Events team to minimise disruption and conflicts between planned events and works</p>	10%
6.	<p><b>Obtaining Information</b> Obtaining statutory undertakers plant information for highway maintenance/drainage/street lighting schemes as required by the Health and Safety at Work Act.</p>	5%

### Person Specification

#### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
A degree in a related subject or HND or HNC in Civil Engineering or equivalent relevant experience	Essential
Edexcel BTEC qualification 12D RTM Operative Recert (Mod T1/T2) – Traffic Management	Desirable

Minimum levels of knowledge, skills and experience required for this job

	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
A thorough working knowledge, gained through experience of the New Roads and Street Works Act 1991 and its associated codes of practice/regulations (particularly in relation to permitting and co-ordination).	Essential
<b>Skills</b>	
Actively demonstrate on going use of Insight/Symology systems, or relevant equivalent	Essential
Ability to manage competing priorities and deadlines  Good interpersonal and written communication skills  Good organisational and record keeping skills  Ability to work as part of team and contribute and assist other officers in their duties  Able to accept without hesitation responsibility for the consequences of own actions when making decisions relating to the wider highway network	Essential
Flexible and able to cope with change.  Demonstrate calm and focus under pressurised and difficult situations  Personable and able to build rapport with internal and external stakeholders  Ability to manage your own time and deliver what is required in an efficient manner	Essential
<b>Experience</b>	
Significant experience of using computerised mapping systems  Discernible experience in using a computerised street works database system to analyse/input street works notices  Experience in using other commonly used computer applications such as Microsoft Word, Excel, Access and the Internet.	Essential

Evaluated February 2016