



Job Description and Person Specification

Job details

Job title: New Roads and Street Works Act (NRSWA) Inspector

Grade: Band 6 - £37,035 to £39,513

Reports to: NRSWA Team Leader

Responsible for:

Directorate and Service Area: Place and Economy; Highways and Waste

The Highways team provide statutory services that all residents of North Northamptonshire use. The Highways team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highways assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the Council's duty to ensure the safe travel of eligible students to school.

To undertake the inspection, recording and reporting of Street Works, Permits, Highway infrastructure and surface defects in accordance with Street Works legislation and associated regulations and code of practice and other relevant highways legislation.

To ensure compliance with the NRSWA and North Northamptonshire Permit Scheme for road and street works to enable the Council to hold utility providers and other contractors working in the highway accountable for their works on the highway network. Ensure that inspections and other operations are carried out in accordance with the Code of Practice. Ensure the cost effective and efficient co-ordination of required works identified through inspections. Ensure that the needs of customers and users of the public highway network are met.

Principal responsibilities

1. Carry out and record Category A, B & C inspections in line with relevant legislation (NRSWA).
2. Identifying, reporting and recording utility defects on the public highway.
3. Downloading inspection data collected either electronically or in paper form.
4. Meeting representatives from utilities companies to agree on Section 72, 74 & 81 defects and remedials.
5. Monitor the activities of utilities on the highway network.
6. Assist in the development of traffic management measures as required.

7. Attend site meetings with works promoters and contractors to ensure network management requirements are assessed and agreed alongside traffic management needs.
8. Deal with matters as required by the NRSWA legislation and North Northamptonshire Permit Scheme for road and street works.
9. Identify non-compliance in line with FPN (fixed penalty notice) and over-run (Section 74) procedures and liaise with works promoters accordingly.
10. Undertake/and or support the resolution of customer complaints and queries by providing detailed information.
11. Advise utilities, Council staff and contractors undertaking private openings on the technical aspects of the NRSWA including materials specification and construction methods detailed in the NRSWA Code of Practice for reinstatements.
12. Check that contractor supervisors and operatives present on-site carry NRSWA accreditation.
13. To ensure that the Statutory Undertakers adhere to Health and Safety legislation in relation to both on site working practices and aspects associated with work on the highway and safety of the travelling public and enforce the application of Chapter 8 of the Traffic Signs Manual to ensure road safety at sites.
14. Close sites contravening Health and Safety legislation.
15. To support the Assistant Head of Highways and NRSWA Team Leader in the management and co-ordination of street works.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>NRSWA Accreditation</p> <p>Good general level of education including maths and english to minimum GCSE pass level</p>	<p>Lantra T7 qualifications.</p> <p>City and Guilds 6033 Highways Inspections</p> <p>Able to demonstrate suitable relevant experience in a similar role in highway maintenance.</p>
Experience and Knowledge	<p>Experienced within the Highways sector</p> <p>Demonstrable knowledge and experience of the legislation and regulations around the New Roads and Street Works Act</p> <p>CSCS Cardholder</p> <p>Driving Licence</p> <p>Highway construction technical knowledge</p> <p>Quality assurance</p>	<p>Experience of working with other regulators</p>
Ability and Skills	<p>Relevant specialist highway IT related experience e.g. Street Manager, One Network, GIS etc</p> <p>Ability to communicate effectively with public, external contractors and internal customers</p> <p>Demonstrate self-motivation as a large part of the role will be lone working</p> <p>Ability to cope under pressure</p> <p>Accuracy and thoroughness in recording inspections</p> <p>Able to review and resolve problems on site with contractors</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	

Attributes	Essential criteria	Desirable criteria
Additional Factors		