



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: **Highways Contract Inspector**

Grade: Band 6 £35,745 to £38,223

Reports to: Highways Delivery Manager

Responsible for: Highways Contract Inspections and Quality Assessments

Directorate and Service Area: Place and Economy, Highways

Purpose of the job (why the job exists)

The Highways Delivery team provides statutory services that all residents of North Northamptonshire use. The 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.

As the Contract Inspector, you will be a key member of the Contract Management Team, which is responsible for the delivery and management of the North Northamptonshire Highways Service Contract (under the NEC4 Term Service Contract (TSC)).

You will support as necessary the Highway Delivery Manager in formally representing the Client in managing the Contract, inspecting all aspects of contract delivery.

You will be working closely with the highway delivery teams, term service contractor and other stake holders to undertake a wide range of Contract inspection activities.

You'll need to be able to manage and prioritise competing workloads effectively, have a systematic approach to working and be comfortable working with a wide range of IT systems.

Principal responsibilities

1. Support the Highway Delivery Manager by undertaking a range of contract inspection activities.
2. Carry out regular inspections of work to the highway and related infrastructure to ensure they comply with contractual requirements, safety standards and

regulations.

3. Carry out audit-based inspections of both planned and reactive highway works and review safety inspections. Maintain accurate records of inspections, findings, and any corrective actions.
4. Monitor the quality of highways work, materials used and adherence to specifications outlined in the contract.
5. Maintain detailed records of inspections, findings, any deviations from agreed standards and corrective actions taken. This includes documenting any issues or discrepancies and communicating them to relevant parties
6. Utilise the mechanisms within the highways services contract to ensure that all defective works are corrected and are compliant with contract procedures. Work with the contractor to improve processes and practices.
7. Develop positive working relationships with the contractor to resolve issues as they arise in the interests of the residents and communities of North Northamptonshire.
8. Develop a broad understanding of the requirements of the contract to understand and gain assurance of contract delivery.
9. Liaise with colleagues in Highways and Transport and other Council departments as appropriate regarding highways issues relevant to the Contract and to the wider aims of the Council.
10. Support the Highway Delivery Manager to provide advice and information to elected members, to Executive, to Scrutiny Committees, and the Corporate Leadership Team of the Council to ensure that informed decisions are made which enable the Council to achieve its strategic priorities and objectives whilst complying with its statutory obligation, and relevant decision makers are aware of the performance of the Contract.
11. Through the work of the team, provide a high standard of customer service to the Council's elected Members, MPs Parish and Town Councils and residents in accordance with corporate requirements.
12. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.

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.
4. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

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.

Special features of the post

This post requires the postholder to travel independent of public transport to attend meetings and site visits across North Northamptonshire, and occasionally across the region.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>HNC or equivalent by experience e.g. civil engineering</p> <p>Able to demonstrate suitable relevant experience in a similar role in highway maintenance.</p>	<p>Professional membership of an appropriate body.</p> <p>Lantra T7 qualifications</p> <p>City and Guilds 6033 Highways Inspections</p>
Experience and Knowledge	<p>Good understanding of English local authorities' statutory Highways Duties</p> <p>Good understanding of the performance and commercial considerations in larger service contracts</p> <p>Experience of working in or with Highways term service contracts</p> <p>Knowledge of current and emerging highways maintenance practices, materials and specifications</p>	<p>Experience of working in an NEC4 TSC contract environment (or similar)</p> <p>Knowledge of public service governance expectations</p>
Ability and Skills	<p>Excellent communication and interpersonal skills with the ability to apply effective influencing/negotiation techniques to achieve a positive outcome.</p> <p>Rational and innovative approach to problem solving and decision making.</p> <p>Demonstrable ability to work at pace to deliver service improvements and change.</p>	

Attributes	Essential criteria	Desirable criteria
	Committed to development of self, keeping fully abreast of new and innovative approaches within the sphere of the post, and maintain a high degree of integrity and professional standards that reflect the Corporate Values of North Northamptonshire Council.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		