**Job Description**

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| Job Title: Highway Development Management Inspector |
| POSCODE: CCC1839 |
| Grade: S02 |

**Overall purpose of the job**

To inspect and manage from a County Council perspective the construction of new or altered highway and transport infrastructure (Highway Act 1980 Section 38, 278 etc.), ensuring the new infrastructure is constructed in accordance with the County Council’s specifications and requirements to minimise future maintenance liabilities.

To protect the County Council’s reputation while also establishing good customer relationships with developers, contractors, elected members of the Parish, District and County Council, members of the public and the police.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Inspection and Assessment:Inspect, appraise and manage all aspects of the highway and transport infrastructure during construction of a development, typically residential, or off-site highway improvement necessitated by development. This will include inspection of earthwork preparation, setting out, pavement construction, highway drainage, surfacing materials, road markings and signs, application of tactile paving, street lighting column placement, utilities etc.  |
|  | Record Keeping, Communication and Collaboration:To draft, retain and disseminate inspection records and test results (incl. CCTV drainage surveys) in a methodical and logical manner. Deal promptly and efficiently with enquiries and correspondence.Work in partnership with developers and contractors to be proactive in promoting timely undertaking of works, with due regards to construction phasing, to enable highway adoption within acceptable agreement timescales.  |
|  | On-site advice & technical decision making:Identify construction and engineering issues and apply initiative and technical judgement to facilitate their on-site resolution to achieve an acceptable outcome that does not compromise highway adoption and/or present the Council with an unacceptable maintenance burden. Be responsive to technical challenges when brought forward by developers and their contractors. Solutions need to balance future maintenance burdens against community needs such as safety and inclusivity. |
|  | Technical Support: Support the Highway Development Management Engineers in providing detailed technical vetting of proposed highway works by providing advice on implementation, construction, drainage, and adoption of developer led works and where necessary liaise with the Street Works team to achieve acceptable traffic management proposals.As required, co-ordinate specific technical items with Road Safety Audit, Street Lighting, Signals, Maintenance teams (etc). |
|  | Adoption Administration:Collect and collate supporting documentation needed for highway adoption (e.g., sewer vesting certificates and lighting electrical test certificates / approvals). Work closely with the Highway Development Management Engineers to ensure the timely issue of relevant adoption certificates. |
|  | Other Duties:Be prepared to undertake other highway related works as may be required, from time to time, by the service e.g., make recommendations and share construction expertise to the HDM Engineer on planning application responses, and contribute to construction guidelines/ advice and evolving policy documents. Liaise with colleagues across the directorate and the Council to ensure the service is delivered in the most efficient, effective, and co-ordinated manner. |
| 7.   | Demonstrate an awareness and understanding of equality, diversity and inclusion.    |
| 8.  | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.    |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| BTEC National Certificate Level 3 and / or equivalent knowledge and experience working in a related highway or construction discipline. | Civil Engineering or Construction. | Essential |
| Construction Skills Certification Scheme Certificate | N/A | Essential |
| NHC or HND | Civil Engineering or Construction. | Desirable |
| NEBOSH Certificate or equivalent | Health and Safety for Construction. | Desirable |

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

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** | Knowledge of highway construction specifications / highway maintenance methods and implementation thereof.  | Essential |
| Use of IT systems to record highway inspections (e.g., SharePoint, Word, Excel). | Essential |
| Knowledge of relevant Highway legislation and national guidance (e.g., Highways Act 1980, New Roads and Street Works Act 1991, Design Manual for Roads and Bridge, Manual for Streets).  | Desirable |
| Knowledge of CCC’s construction specification. | Desirable |
| Knowledge of planning, transport and drainage aspects of the development management process.  | Desirable |
| **Skills** | Good communication and interpersonal skills including the ability to respond clearly and courteously, even in difficult situations and the ability to negotiate.  | Essential |
| Methodical approach to dealing with enquiries and keeping records. | Essential |
| Ability to organise and prioritise own workload to meet deadlines and targets. | Essential |
| Able to write letters / instructions so as to respond to enquiries in a professional manner. | Essential |
| Ability to analyse issue / problems, identify options and advise developers / contractors accordingly in a timely manner. | Essential |
| **Experience** | Demonstrable experience working in highway maintenance and construction, or related areas. | Essential |
| Equality, Diversity and Inclusion (applies to all roles).  | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.    | Essential  |
| Net Zero (applies to all roles).  | Ability to contribute towards our commitment of becoming a net zero organisation.    | Essential  |
| Ability to travel.  | HDM Inspectors must have the ability to visit offices and sites throughout the County, when necessary, where public transport is limited. They must also have the ability to visit and inspect sites which may have difficult and / or remote access. | Essential |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | None | ~~Standard~~ |
| ~~Enhanced~~ | ~~Enhanced with barred list checks~~ |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | ~~Fixed~~  | ~~Hybrid~~  | Field | ~~Remote~~ | ~~Mobile~~ |