

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

NRSWA Inspector

Highways & Transport, Place and Economy Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire
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Purpose and impact:

The Highways and Transport team provide statutory services that all residents of West 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.

This role's purpose is to ensure compliance with the NRSWA and West Northamptonshire's permit scheme for road and street works to enable the Council to hold utility providers accountable for their works on the highway network.

The role holder achieves this by undertaking 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.

The role holder also needs to interact with residents, businesses, parish councils and members.

Accountable to:

This role is accountable to the NRSWA Team Leader.

Responsibilities:

1. Monitor the activities of utilities on the highway network. Assist in the development of traffic management measures as required. Deal with matters as required by the NRSWA legislation and Northamptonshire County Councils permit scheme for road and street works.
2. Support the resolution of customer/councillor's complaints and queries by providing detailed information.
3. 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 and the SROH for reinstatements. Check that both supervisors and operatives present on-site carry NRSWA accreditation.
4. Carry out and record Category A, B & C inspections in line with relevant legislation (NRSWA). Identifying, reporting and recording utility defects on the public highway. Downloading inspection data collected electronically on a handheld. Meeting representatives from utilities companies to agree on section 72, 74 & 81 defects and remedials. Carry out inspections for 3rd parties such as S50.
5. Reciting any street furniture such as Poles/Cabinets/Telephone mask and substations.
6. Agreeing any consequential damage that may have been caused by the statutory undertaker
7. 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. In particular, to ensure that Chapter 8 and the Red Book is adhered to. Close down sites contravening any legislation with regard to Health and Safety.
8. To support the Highways and Street Works Co-ordinator/Manager in provision, management and Co-ordination of Street Works.
9. 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.

10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Ability to communicate effectively with general public, external contractors and internal customers.	Essential	A, I
Ability to negotiate and influence effectively.	Essential	A, I
Ability to maximise relationships across team and with utility companies	Essential	A, I
Competent IT skills including word processing, spreadsheets and electronic mail systems.	Essential	A, I
Ability to prioritise own workload, work to deadlines and work well under pressure.	Essential	A, I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Working knowledge of NRSWA, TMA and Highways Act.	Essential	A, I, D
Working knowledge of inspection procedures and standards	Essential	A, I
Working knowledge of Street Manager	Essential	A, I
Working knowledge of current and emerging highways maintenance practices	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience working in a street works environment such as a utility company.	Desirable	A, I
Experience of supervising works within the highway.	Desirable	A, I
Experience of working in a relevant field, such as, but not limited to, community engagement, community liaison, highway or planning inspections or managing public interface at a senior level with evidence of work responsibilities appropriate to the role and appropriate specialist expertise.	Essential	A, I
Recent demonstrable experience within a complex organisation with high standards of customer service and quality, with experience of investigating and resolving complaints.	Essential	A, I
Experience of partnership working with key stakeholders to develop strong and effective relationships.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Full and valid driving licence	Essential	A, I, D
5 GCSE's including Maths and English	Essential	A, I, D
NRSWA Accreditation up to Supervisor Level	Essential	A, I, D
Appropriate CSCS Card	Desirable	A, I, D
Highways Inspectors accreditation or equivalent.	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	Regulatory and Technical 6	Worker type:	Field-based worker
Budget responsibility:	None		
People management responsibility:	None		

Working conditions & how we work:

The teams office base is One Angel Square in Northampton but the successful candidate will be mobile working covering various parts of Northamptonshire. You must have a full and valid driving licence and you will be required to drive a West Northamptonshire Council vehicle.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

