

Job Description

Job Title – **Street Works Officer**

Grade - Scale 6

Overall purpose of the job

To assist in the delivery of the Street Works service in accordance with the Codes of Practice of the New Roads and Street Works Act (NRSWA), the national conditions for Permit Schemes and the statutory network management duty requirements of the Traffic Management Act (TMA) 2004 all with minimum disruption to highway users.

To ensure all Street Works applications are reviewed and co-ordinated and managed accurately and efficiently to preserve the free flow of the Highway network.

Main accountabilities

Main accountabilities		
1.	<p>Street Works applications and management</p> <p>Analyse and deal with Street Works applications (Temporary Traffic Regulation Orders, Skips, scaffolding, hoardings, traffic counter licenses, Section 50) accurately and efficiently within the agreed timescales.</p> <ul style="list-style-type: none">• Highlight conflicts• Process applications• Issue licenses <p>Manage the administration and notifying of Section 58 notices proposed and those already in-force.</p> <p>Manage the notice process for un-attributable works and Section 81 administration.</p> <p>Manage the process for notifying minor undertaker works</p>	45%
2.	<p>Co-ordination</p> <p>Assist in the coordination of street works working as part of a team to resolve any conflicts. Liaise with the utility company to a satisfactory conclusion.</p> <p>Work as a team with Permit Officers to assist in the processing of Permits as required.</p>	10%
3.	<p>Data management</p>	10%

	Maintain precise and accurate and up to date records in line with permit procedures, NRSWA and TMA legislation	
4.	<p>Fees, Fines and Fixed Penalty Notices (FPNs) Assist in managing the fees, fines, charges and FPNs and ensure they are managed in line with the set procedures.</p> <p>Support the process for ensuring utility companies fees and fines and set, invoices and paid accordingly.</p>	10%
5.	<p>Investigations and Inspections</p> <p>Manage the administration of core sampling in liaison with the inspection team.</p> <p>Deal with reported defects and administer the process in line with set procedures.</p>	10%
6.	<p>Communication Communicate consistently and effectively with stakeholders, utility companies and contractors regarding street works applications and processes.</p>	10%
7.	<p>Working relationships Build and maintain effective working relationships with stakeholders, contractors and utilities, understanding the individual needs and requirements from each one.</p>	5%

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
2 'A' levels or a certificate in Civil Engineering or equivalent relevant experience	Essential

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

Identify	Describe	Essential/ Desirable
Knowledge		

Knowledge of the New Roads and Street Works Act 1991, Traffic Management Act 2004 and the National Conditions for Permit Schemes	Demonstrable and proven working knowledge and experience and implementation of Permit Schemes Detailed knowledge of relevant legislation including Traffic Management Act 2004, NRSWA 1991 and Permit Scheme conditions	Essential
Skills		
Use of Insight/Symology systems, or relevant equivalent	Actively demonstrate the ability to use specialist management software	Essential
Ability to manage competing priorities and deadlines Good interpersonal and written communication skills Good organisational and record keeping skills Ability to manage own time and deliver what is required in an efficient manner Ability to work as part of team and contribute and assist other officers in their duties Able make decisions relating to permit and license applications.	Due to the high number of license and permit applications the post holder will need to be highly organised and methodical in approach.	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	The post holder is required to engage with a variety of stakeholders, utility companies and staff working on projects to ensure local awareness is raised and that views and opinions of those affected by works are considered and responded to.	Essential
Experience		
Significant experience of using computerised mapping systems Experience of a computerised street works database system to analyse and input street works notices / permits	Proficient in the use of specialist management software	Essential

Experience in using other commonly used computer applications such as Microsoft Word, Excel, Access and the Internet.		
---	--	--

Evaluated February 2016