

# Cambridgeshire County Council

## Job Description

**Job Title:** Permit Officer

**Directorate:** Place & Sustainability

**Grade:** Scale 6

### Overall purpose of the job

To assist in the operation and management of the Cambridgeshire Permit Scheme for Roadworks and Streetworks in accordance with the Statutory Guidance and National Conditions for Permit Schemes, New Roads and Street Works Act (NRSWA) 1991 and Traffic Management Act (TMA) 2004 to minimise disruption to highway users.

To ensure all permits are reviewed, co-ordinated and managed accurately and efficiently to ensure the safe and expeditious movement of traffic including pedestrians.

### Main accountabilities

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1.	<b>Permit applications</b> Analyse and deal with permit applications accurately and efficiently within the agreed timescales and in line with Statutory Guidance, National Conditions and the Cambridgeshire Permit Scheme. <ul style="list-style-type: none"><li>• Highlight conflicts</li><li>• Grant or refuse permit applications</li></ul>	45%
2.	<b>Co-ordination</b> Assist in the coordination of permits working as part of a team to resolve any conflicts, refusals or variation requests which must be acted on immediately. Liaise with the utility company to a satisfactory conclusion.  Work as a team with Street Works Officers to assist in the processing of Temporary Traffic Regulation Orders, Roadspace Bookings and Licences.	10%
3.	<b>Data management</b> Maintain precise and accurate and up to date records in line with permit procedures, NRSWA and TMA legislation	10%
4.	<b>Fees, Fines and Fixed Penalty Notices (FPNs)</b>	10%

	<p>Assist in managing the fees, fines, charges and FPNs and ensure they are managed in line with New Roads and Streetworks Act, Traffic Management Act, associated Statutory Guidance and Codes of Practices.</p> <p>Support the processes for ensuring utility companies fees, fines and invoices are paid accordingly.</p>	
5.	<p><b>Investigations</b></p> <p>Assist in dealing with all aspects of Section 74 and FPN investigations including ascertaining responsibility, charge liability and correspondence with the utility company. Maintain accurate records to enable comparison.</p>	10%
6.	<p><b>Communication</b></p> <p>Communicate consistently and effectively with utility companies regarding permit refusals, permit conditions and variations.</p>	10%
7.	<p><b>Working relationships</b></p> <p>Build and maintain effective working relationships with all 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	Subject	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
<b>Knowledge</b>		
Knowledge of the New Roads and Street Works Act 1991, Traffic Management Act 2004 and the Statutory Guidance and 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, Codes of Practice and Statutory Guidance	Essential
<b>Skills</b>		
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	Due to the high number of permit applications the post holder will need to be highly organised and methodical in approach.	Essential

Able make decisions relating to permit applications.		
<p>Flexible and able to cope with change.</p> <p>Demonstrate calm and focus under pressurised and difficult situations</p> <p>Personable and able to build rapport with internal and external stakeholders</p>	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
<b>Experience</b>		
<p>Significant experience of using computerised mapping systems</p> <p>Experience of a computerised street works database system to analyse and input street works notices / permits</p> <p>Experience in using other commonly used computer applications such as Microsoft Word, Excel, Access and the Internet.</p>	Proficient in the use of specialist management software	Essential

#### Disclosure level

What disclosure level is required for this post?	<b><u>None</u></b>	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into?	<b><u>Fixed</u></b>	Flexible	Field	Home
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**Evaluated February 2016**