

**WHERE  
CAREERS  
THRIVE**

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



**West  
Northamptonshire  
Council**

## **Highways Contract Inspector**

**Commissioning & Contract Management, Highways & Transportation**

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:**

WNC have recently let a new Highway Services contract to Kier Highways. As part of this contract, we need to adapt our Inspection team to ensure we as the contract client are providing quality works on time and of a quality our residents expect.

As Highway Contract Inspector you will be part of the growth of the inspection team in charge of auditing all aspects of WNC highways works undertaken by Kier Highways. You will also assist the Senior Contract Inspector in improving reporting procedures

## **Accountable to:**

This role is accountable to the Senior Contractor Inspector, responsible for the direct line management of 3 Contract Inspectors. The role sits within Commissioning and Contract Management, part of the Highways and Transportation Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Support the Senior Contract Inspector by undertaking a range of contract inspection activities.
2. Work with colleagues to ensure the effective management of the Highway Services Contract whilst ensuring a joined-up/co-ordinated client approach to the contract.
3. Develop a broad understanding of the requirements of the contract to understand and gain assurance of contract delivery.
4. Aiding the development of an audit-based check and challenge inspection regime that enables the Highways and Transport Service to be able to report the quality of works on behalf of WNC to relevant stakeholders.
5. Carry out audit based inspections both planned and reactive. Maintain accurate records of inspections, findings, and any corrective actions taken.
6. Utilise the mechanisms within the highways services contract to ensure that all defect works or re-work instructions to client are compliant with procedures. On occasion working outside of set processes, working 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 West Northamptonshire.
8. Support the Senior Contract Inspector in providing 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.
9. Liaise with colleagues in Highways and Transport – and in other Place Directorate as appropriate – regarding Highways issues relevant to the Contract and to the wider needs and ambitions of the Council.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. 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.

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
		A, T, I, P, D
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A

Knowledge:	Essential / Desirable	Measured by
Experience of working in an NEC4 Contract environment	D	I
Sound understanding of English local authorities' statutory Highways Duties	D	I
Knowledge of quality management systems, audit of contract compliance and assessment of site activities against standard specifications	E	I
Understanding of how the public sector is funded	D	I
Knowledge and understanding of the importance of effective communication	E	I

Relevant experience:	Essential / Desirable	Measured by
Creative ability to translate data to meaningful reporting	E	I
Experience in inspecting construction activities	E	I
Experience of how public sector highways schemes are delivered	D	I
Up to date knowledge of using inspection regimes and the latest technology available	D	I
Experience of working in collaborative partnerships	D	A
Experience of performance management and improvement initiatives	D	A
Excellent working knowledge of highways construction practices	E	A

Education, training and work qualifications:	Essential / Desirable	Measured by
Qualification in relevant subject e.g. Civil Engineering	D	A

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:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Full Time/Permanent	<b>Worker type:</b>	Flexible Part-flexible Fixed Field-based worker
<b>Salary range:</b>	36,734 – 39,278	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

As Highways Contract Inspector you will carry out audit based inspections both planned and reactive recording and reporting in line with procedures. You will start by getting to grips with contract and auditing our most high-profile jobs as well writing reports to inform stakeholders of the contractor's performance and helping the contractor improve. You will also assist the Senior Contract Inspector in improving reporting procedures ensuring stakeholder satisfaction.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## 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.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> 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](mailto: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.

