

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:**  
Environment and Economy

**Job Ref Number:** 02764

**Service Area:**  
Highway Network Management  
(Street Works and Permitting)

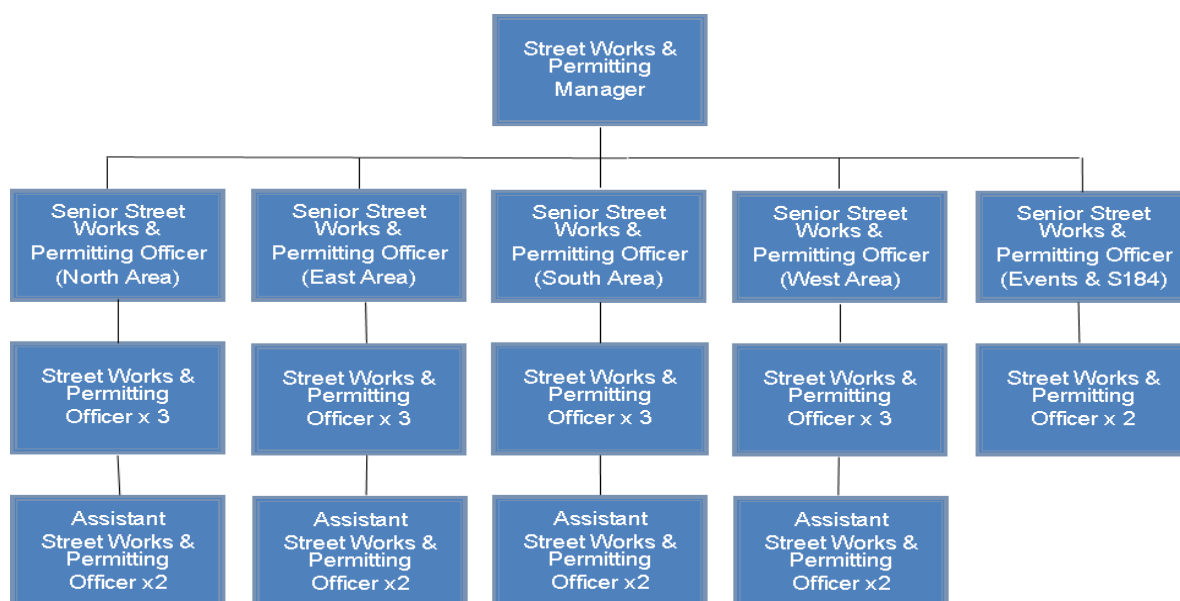
**Grade:** G7 (click [here](#) for value)

**Job Title:**  
Street Works & Permitting Officer

### PURPOSE OF JOB:

- To assist with all aspects of the Network Management service including NRSWA, TMA the Highway Permit Scheme, Events and Section 184 (vehicle crossing) applications.
- To provide advice to the County Council and external bodies on all matters relating to the Network Management service.
- To provide a good level of technical knowledge, customer care, communication and self-control.
- To assist with the management and co-ordination of all activities on the highway including events, statutory undertakers works and the County Council's work ensuring, as far as is practicably possible, that disruption and inconvenience is managed to an absolute minimum.
- To develop and maintain strong, positive working relationships across service areas, with alliance partners, stakeholders, third parties and utility companies.
- To assist with the provision of safety advice for events which affect the highway network.

### TEAM STRUCTURE:



<b>MAIN DUTIES:</b> The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:	
1	Day to day duties required to operate a Permit Scheme and to meet NRSWA duties. To ensure the service is delivered in compliance with national legislation, the County Council policies, operating procedures and specified requirements by supporting the Senior Streetworks and Permitting Officer in their duties.
2	To liaise with all works promoters and event organisers regarding co-ordination, traffic management, progress of permits, consenting or refusal of applications, reviewing the conditions applied and applying any additional and necessary conditions on behalf of the Authorising Authority.
3	To be responsible for ensuring delivery of all NRSWA and Permit Inspections to meet statutory duties and income targets.
4	To assist with the co-ordination and forward planning of all major utility, LCC, Events and private contractor projects.
5	Assisting with the general management, inspection and monitoring of all permits.
6	Assisting with the general management and monitoring of NRSWA duties including defect process, coring programmes, FPN's, NRSWA inspection programme, S81 and S74 process.
7	Assisting with the general management and monitoring of S184 (Vehicle Cross Overs) applications under the Highways Act 1980 including approval, inspection and testing. Officers will liaise with internal teams, contractors, developers and planning authorities to provide advice on specifications and approvals for S184 applications in the county.
8	To liaise and contribute with positive and proactive communications to Members, staff, interested parties and the wider public for all matters regarding Network Management.
9	To carry out the necessary liaison with County Council officers to identify any additional permit conditions relating to highway schemes, prior to granting or refusing of permits.
10	To carry out the approval and inspection of licences for skips, scaffolding, vehicle crossovers, hoardings, street cafes and materials on the highways that are issued under the Highways Act 1980 and Section 50 permits and licences under the NRSWA.
11	To assist the Senior Streetworks and Permitting Officer in ensuring that all income that is due to the Council is recovered in the event of an over-stay or where a new licence is required.
12	To ensure that all works inspected on the highway under NRSWA/TMA legislation are being carried out to relevant County Council and national Health and Safety legislation. Be responsible for enforcing any changes and/or removal of contractors found to be in breach of legislation. This includes liaising with Legal Services to provide witness statements and evidence in the prosecution of statutory undertakers, found to be in breach of NRSWA/TMA/Highways Act.
13	To participate in all routine office activities under the direction of management as required.
14	To assist the Senior Streetworks and Permitting Officer in the collation of all inspection and permit data to produce KPI and income reports.
15	The post holder will ensure that all processes and systems are applied consistently across the County and to be aware of and implement quality and performance standards
16	To assist with the management of all Events that affect the Highway, including checking Traffic Management plans and Temporary Traffic Regulation Order requests, attending SAG's (Safety Advice Groups) and highway safety inspections for events when required.
17	To provide occasional assistance with the carrying out of inspections during unsociable hours at weekends and evenings, mostly lone working.
18	To carry out the approval and booking of all Temporary Traffic Signals and Road Closure application.

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>Qualification</b>			
EngTech & HNC/HND in Civil Engineering or equivalent discipline. OR Demonstrable level of skill/knowledge/experience in core competencies and appropriate level of technical skills in a highways related discipline	A+I+T	√	
Knowledge of Microsoft packages including Word, Excel, PowerPoint	A	√	
Construction Skills Certification Scheme (CSCS) Registration	A		√
Street Works Accreditation	A	√	
"Management of Health, Safety and Welfare – ISOH or LCC's Managing Safely Certificate OR Demonstrable level of skill/knowledge/experience in core competencies and appropriate level of technical skills in Health & Safety"	A+I+T		√
National Highway Sector Scheme 12D M7 (Lantra)	A		√
WSAG – Working on Safety Advisory Groups	A		√
<b>Experience</b>			
Significant experience of operational highways services in at least one of the following areas: • Street Works and Permitting • Highway Maintenance • Minor improvements • Highways development • Public Rights of Way • Traffic • Road Safety Engineering • Event Management (Highway Safety)	I+T	√	
<b>Knowledge &amp; Skills</b>			
Excellent interpersonal skills with the ability to communicate effectively both orally and in writing to contractors, service providers, members of the public, colleagues, elected members and other professionals.	A, I + T	√	
A good understanding of the complete NRSWA and permit duties	A, I + T	√	

and processes will be essential.			
To effectively assist the Senior Streetworks and Permitting Officer, the post holder requires knowledge of TMA, NRSWA legislation, Highways Act, codes of practice and national guidance.	A, I + T	√	
An ability to professionally keep up to date with changes in legislation and national guidance.	A, I + T	√	
Knowledge of specialist NRSWA and Permit software and IT systems, including MS Office.	A, I + T	√	
Knowledge of data management activities and an understanding of telecommunication systems.	A, I + T	√	
Knowledge of performance management of services, including the development and monitoring of key performance indicators.	A, I + T	√	
Knowledge and experience of the County Council procedures and systems relating to information management.	A, I + T	√	
Knowledge at the appropriate level of: <ul style="list-style-type: none"> <li>• NRSWA</li> <li>• Traffic Management Act</li> <li>• Highways Management</li> <li>• Highways Development</li> <li>• Public Rights of Way</li> <li>• Traffic Legislation</li> <li>• Highways Act</li> <li>• Road Safety</li> <li>• Planning Legislation and Guidance</li> <li>• Financial and Budgetary Skills</li> </ul>	A, I + T	√	
The post holder must be able to transport oneself across the County.	A, I	√	
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	A/I	*	
*A = Application form      T = Test/Assessment      I = Interview      P = Presentation			

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.