

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03767

Service Area: Highways Client

Grade: G5

Job Title: Assistant Street Works and Permitting Officer

PURPOSE OF JOB:

An **Assistant Street Works and Permitting Officer** is required to support in the operational delivery of the Lincolnshire Permit Scheme and Street Works Service.

To Support the Street Works and Permit Team to ensure that continuity of service is provided for the road users of Lincolnshire.

To provide a good level of technical knowledge, customer care, communication and self-control.

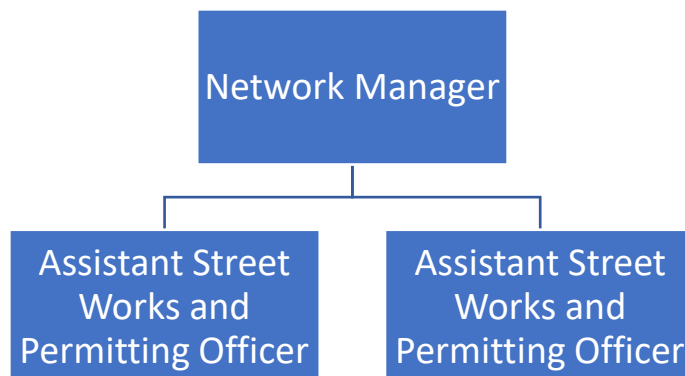
To assist with all aspects of the Network Management service including the New Roads and Street Works Act, the Traffic Management Act and all duties included within the Highways Permit Scheme.

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 provide advice to the County Council and external bodies on matters relating to the Network Management service.

As an officer of Lincolnshire County Council, 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.

TEAM STRUCTURE:



MAIN DUTIES:

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 assist in the operation of 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 Street Works and Permitting Officer in their duties
2	To liaise with all works promoters regarding progress of permits, consenting or refusal of applications and any applied conditions attached by the Authorising Authority.
3	To assist with the co-ordination and forward planning of all major utility, LCC, Events and private contractor projects.
4	Assisting with the administration and monitoring of all permits
5	Assisting with the administration and monitoring of NRSWA duties including defect process, coring programmes, FPN's, NRSWA inspection programme, S81 and S74 process.
6	To liaise and contribute with positive and proactive communications to Members, staff, interested parties and the wider public for all matters regarding Network Management
7	To carry out necessary liaison with County Council officers to identify any additional permit conditions relating to highway schemes, prior to granting or refusing these permits.
8	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 inspections and testing of Section 50 licences and permits.
9	To assist in the delivery of all NRSWA and Permit Inspections to meet statutory duties, specification compliance and income targets.
10	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
11	Assisting with the general management and monitoring of S184 (Vehicle Cross Overs) applications under the Highways Act 1980.
12	To participate in all routine office activities under the direction of management as required.
13	To assist the Street Works and Permitting Officer in the collation of all inspection and permit data to produce KPI and income reports.
14	The post holder will assist with ensuring that all processes and systems are applied consistently across the County and to be aware of and implement quality and performance standards.
15	To carry out the administration of all events that may affect the highway.
16	To assist with the approval and booking of all temporary Traffic Signals and Road Closure applications.
17	To provide occasional assistance with the carrying out of inspections during unsociable hours at weekends and evenings, often lone working.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
BTEC/ONC in an appropriate discipline or A levels OR Demonstrable level of skill/ knowledge/ experience in core competencies and appropriate level of technical skills in a highways related discipline. The post holder will, following an individual skills assessment, be required to achieve the latter by obtaining a relevant academic vocational or professional qualification within an agreed timescale	A, I, T	X	
Knowledge of Microsoft packages including Word, Excel, PowerPoint	A	X	
Construction Skills Certification Scheme (CSCS) Registration	A		X
NRSWA Street Works Accreditation	A		X
Relevant experience of operational highway services in the following areas: <ul style="list-style-type: none"> • Street Works • Maintenance • Minor improvements • Highways development • Public rights of way • Traffic • Road safety engineering 	I, T		X
Knowledge at an appropriate level of: <ul style="list-style-type: none"> • Highways maintenance • Highways development • Public Rights of Way • Traffic legislation • Highways Act • Road Safety • Planning legislation and guidance • NRSWA • Political Awareness 	A, I, T		X
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	X	
A good understanding of the complete	A, I, T	X	

NRSWA and permit duties and processes.			
Knowledge of specialist NRSWA and Permit software and IT systems, including MS Office.	A, I, T	X	
Knowledge of TMA, NRSWA legislation, codes of practice and national guidance.	A, I, T		X
The ability to professionally keep up to date with changes in legislation and national guidance	A, I, T	X	
Knowledge of data management activities and an understanding of telecommunication systems.	A, I, T		X
Knowledge and experience of the County Council procedures and systems relating to information management.	A, I, T		X
The post-holder be able to transport oneself mobile across the County	A, I	X	
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	X	

*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.