

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Places

DIVISION: Streets

JOB TITLE: Highway Records Officer

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title:	Highway Records Officer
Department:	Places
Division:	Streets
Grade:	Grade 11
Hours (per week):	36
Reports to:	Highways Development Control Manager
Responsible for:	The Council's Public Rights of Way Officer and assisting the Service Manager with the management and delivery of the service, service objectives and priorities
Role Purpose and Role Dimensions	<p>Provide professional, technical support and advice to the service manager, elected members, internal departments and the public to support the delivery of the Council's statutory duties and corporate priorities in the following areas</p> <ul style="list-style-type: none">• Highway Record Keeping• Highway Stopping up Orders• Section 38/278 Highway Act Agreements• Private Street Works• Rights of Way <p>Lead on keeping accurate highway records and updating the Council's statutory records as appropriate.</p> <p>Lead on obtaining highway stopping up Orders utilising statutory powers</p> <p>Communicate effectively with stakeholders, residents and council officers</p>
Commitment to Diversity:	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.

Key External Contacts:

- User Groups and their representatives
- Transport for London
- Consultants
- Tram Operators
- Network Rail
- Environment Agency
- Residential and commercial property owners
- PROW users
- User Groups
- Volunteers
- Parish Council's
- Land Owners
- Neighbouring authorities
- Developers
- Solicitors

Key Internal Contacts:

- Streetworks Officers
- Network Improvement and Network Maintenance Engineers
- Highways Inspectors
- Legal Services
- Contact Centre
- Streetscene Officers
- Street Lighting Contract Manager
- Councillors
- Cabinet and Ward Members
- Director of Streets
- Planning
- Building Control
- Corporate Property and Regeneration

Financial Dimensions:

- Advise on budget setting and bidding processes
- Proactive financial management and monitoring of budgets and projects
- Deliver continuing efficiency improvements
- Monitoring of budgets associated with programme

Key Areas for Decision Making:

- Management, direction and control of staff, consultants and contractors
- Internal representation of service
- Representation of the Council with external bodies
- Legal Agreements under the Highways and Planning Acts
- Budget Management

Other Considerations:

- Required to use a VDU for several hours daily
- Required to undertake site visits and inspections
- Required to vary usual working hours occasionally during busy periods and to attend meetings when requested.

- Deputise for the Service Manager when necessary
- Work across a number of separate projects

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

Yes

Key Accountabilities and Result Areas:

Provide expert advice

- Provide professional advice on the keeping of highway records, the entering into of new streets Agreements, the Private Street Works Code, the stopping up of highways and the Council's public rights of way duties to elected members, senior officers, internal departments and members of the public/businesses

Records

- Maintain statutory records of Council's highways infrastructure and public rights of way and provide advice to third party enquirers.

Effective Communication

- Responding to enquiries received from members of the public, drafting responses to all communications within agreed timescales

Partnership Working

- Working with utility company representatives, developers and contractors to reduce the impact of their work on the operation of the highway

Individual Performance

- Manage time and own performance to assist with effective service delivery and personal development
- Ensure the achievement of personal objectives and performance targets

Continuous Improvement

- Review working practices and suggest areas for improvement.

Service Representation

- Assist/represent the Service at internal meetings, including committees, the Service and the Council at meetings with external stakeholders and bodies.

Records

- Maintain the Council's physical and electronic highway records and update statutory records including the Public Rights of Way records

Green Commitment

- Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

- Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Assist undertaking regular reviews of work practices and environment in terms of health and safety.
- Ensure that engineering works are designed and carried out in accordance with current CDM regulations.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title: Highway Records Officer
(Place Department)

Essential knowledge:

- Highway Act 1980 and Town & Country Planning Act 1990
- Highway record keeping for effective maintenance of the Council's highway records
- Knowledge of the legal process involved in the construction of new streets
- Highway law
- Familiar with the Private Street Works Code and its implementation
- Knowledge of the procedures involved in stopping up highways pursuant to both the Highways and Planning Acts
- Health and Safety Regulations in respect of working in the public highway
- Prosecution procedures
- Appreciation of performance management and quality in service delivery
- Knowledge of the procedures and Processes in carrying out works on the highway

Essential skills and abilities:

- Ability to manage, develop and provide technical support to the Council's Public Rights of Way Officer
- Understanding of the Council's legal responsibilities with regard to Public Rights of Way
- Ability to keep and maintain the Council's highway records
- Understanding of the Private Street Works Code and its implementation
- Ability to analyse, approve and deliver the stopping up of highways
- Ability to work under pressure, both independently and as part of a team, using initiative to achieve set deadlines and manage conflicting priorities
- Ability to communicate effectively, both orally and in writing
- Appreciation of implications of the Council's sustainability agenda in service delivery
- Ability to conform to and deliver service within the Council's Equal Opportunity and Customer care policies
- Familiar with legislation relating to race and disability Acts
- Interest in keeping up to date with technical, legislative and professional developments
- Appreciation of key health and safety issues and risks and how to minimise and mitigate
- Ability to interpret legal documents, maps and plans
- Represent the Council at meetings, make recommendations, adapt to stakeholder consultation
- Good numeracy skills
- Ability to use IT including word processors, databases/G.I.S.

Essential experience:

- Experience of undertaking a wide range of legal functions in highways/Public Rights of Way
- Experience of working with outside agencies in co-ordinating activities
- Experience of advising on policies issues

Special conditions:

- The post holder will have to demonstrate competency through professional qualifications coupled with a robust academic record and/or extensive relevant experience
- Good level of general education (GCSE's)
- Cope with the need to be out on site alone for lengthy periods and to traverse rough terrain, etc. as a routine requirement of the post
- Work occasional evenings (approximately 1 to 2 per month) and weekends infrequently
- Driving license