



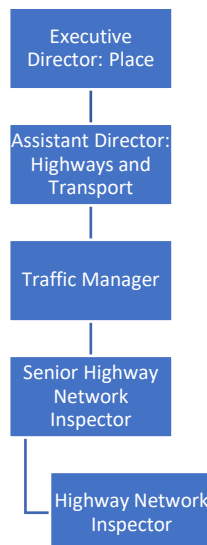
### Job description

<b>Job Title:</b>	Highway Network Inspector		
<b>Directorate:</b>	Place	<b>Salary:</b>	£36,363 - £40,777 per year plus £729 London Weighting and £963 Essential Car User allowance
<b>Section:</b>	Traffic	<b>Grade:</b>	BG-G (SCP 25 – 30)
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

#### Key Objectives of the role

- To assist in the application of the New Roads and Street Works Act 1991 (NRSWA) as amended by the Traffic Management Act 2004 (TMA) and the Bracknell Forest Permit Scheme (BFPS) within Bracknell Forest Borough.
- To ensure the timely and accurate completion of street works/permit inspections and assist in the monitoring of street and road works through BFPS ensuring the safe and efficient movement of traffic on the BFBC and neighbouring highway networks.
- To assist in the investigation and enforcement of highway law.

#### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To ensure that the council discharges its legal duties in relation to the duties imposed by the TMA, NRSWA & SEPS in respect to management of the highway network.
- To complete computer generated random sample inspections of statutory undertakers, highway authority and licensees works to ensure compliance with the Safety at Street Works Code of Practice, Specification for the Reinstatement of Openings in the Highway (SROH), the SEPS and issue defect notices and/or directions or conditions as appropriate.
- To complete computer-generated random sample inspections of completed works (including highway authority works for roads purposes) in order to monitor potential section 74 overruns and issue challenges to works durations as appropriate.
- To note and report failures of statutory undertaker apparatus or the highway asset to the relevant parties and to follow up until remedied.
- To procure remedial action, from the term maintenance contractor, as a consequence of dangerous failures and program and complete follow-up inspections resulting from the issue of defect notices to work promoters.
- To assist in the collection of evidence as may be required to support legal action related to the work within the scope of this post.
- To assist in the co-ordination of works on the highway through NRSWA noticing or TMA permits.
- To respond efficiently and courteously to the needs of all service users including contact in person, by telephone and through all forms of correspondence including the provision of advice.
- To produce and keep adequate and approved records and to compile reports, statistics or other relevant material related as may be reasonably required.
- To be aware of the Safety and Welfare at Work of yourself, of any staff and/or member of the public affected by your work and to report to the Traffic Manager any work-related activities that give rise to significant risks to staff or public safety.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

## Scope of role

- The postholder is responsible for procuring re-chargeable works in response to default by works promoters.
- The post contributes to the generation of income through permits and inspections (£350,000).
- The post carries responsibility for ensuring timely and satisfactory completion of NRSWA / TMA / BFPS inspections and appropriate follow-up action as a result of

failures. This post is an integral part of the strategy for maintaining that the council avoids intervention from the Department for Transport under the TMA.

- Indirectly the postholder's work saves the council substantial money and helps the council meet its over arching priorities. Thereby contributing to the key Local Transport Plan objective of reducing delays associated with traffic congestion and improve reliability of journey times.
- The nature of the job is such that the Inspector has to act on their own initiative and in so doing regularly exposes the council to substantial liability in respect of costs associated with legal challenges.
- Commitment to the Council's Equal Opportunities policy at all times.
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

### Person specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>Street Works Supervisor's Certificate of Competence – covering Safety Measures, Excavation and Reinstatement or</li> <li>BTech HNC or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>IOSH Managing Safely Certificate</li> <li>City &amp; Guilds Advanced Certificate for Utility Operations – Administration for Street Works Notices or equivalent.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Knowledge and understanding of the principle of highway infrastructure and asset management.</li> <li>A generic understanding of all aspects of highway law and Enforcement procedures</li> <li>Specific knowledge of the Traffic Management Act 2004</li> <li>Extensive experience of monitoring street works.</li> <li>Experience of day-to-day management of contractors.</li> <li>Confident in the use of information technology including databases</li> <li>Thorough knowledge of current Health &amp; Safety legislation with particular regard to working on the public highway.</li> <li>Ability to prioritise and achieve deadlines.</li> <li>Ability to collate evidence and draft reports/briefings for use in legal proceedings.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience in local authority or utility company.</li> <li>Good understanding of the management and operation of the road network to meet transport policy objectives.</li> <li>Experience of Street Works Register Computer Systems.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>The postholder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted</li> </ul>	

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to UK licences in the first six months of employment.

- Capable of logical thinking and pragmatic approach to problem solving under pressure and meeting deadlines.
- Effective communicator, both orally and by the written word.
- Excellent negotiation skills.
- Ability to relate to colleagues, other professionals and the public in order to deliver excellent customer care and best value services.
- Proven integrity.
- Self-motivated.

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**Other Work Requirements**

- The ability to converse easily with members of the public and respond effectively to questions in spoken English.
- Practical aptitude and ability to be innovative, questioning and analytical.
- A valid driving licence is essential, as mobility is required to visit locations in the borough on a frequent basis and where public transport cannot be relied upon.
- Able to work out of normal office hours from time to time.

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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

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We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

