

Job Description

Section A: Job Profile

Job Details

Job Title:	Senior Officer – Preventative and Restorative Treatments
Salary:	£44711 - £47754 per annum
Grade:	G12
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Central Programme Delivery (Preventative & Restorative Treatments)
Service Area:	Highway Maintenance within Environment and Highways
Primary Location:	County Hall Oxford OX1 1ND. <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>
Budget responsibility:	Revenue £2m Capital £17m
Responsible to:	Team Leader- Highway Schemes
Responsible for:	Officer x2
Political Restricted Post:	Not a restricted post

Job Purpose

The purpose of this job is to work with colleagues across the directorate and external supply chain partners, to identify, design and deliver carriageway and footway improvement schemes. To liaise with commissioned design resources to ensure all works delivered are undertaken providing the most cost effective and efficient means of delivery.

The role will manage Officers involved in the design and delivery of carriageway and footway improvements.

The post will have a leading role in preventative and restorative treatment schemes delivery. The post holder will deputise for the Team Leader–Preventative and Restorative Treatments if required.

As Senior Officer – Preventative and restorative treatments, the post holder will be accountable for the following activities:-

- Delivering carriageway and footways schemes identified from a variety of sources to improve the highway network assets at a countywide level.
- Managing the operational effectiveness of highway improvements scheme delivery, including finance and budget reporting, procurement processes, contract management and risk management.
- Working with the team to deliver relevant parts of the Service Plan.
- Working with colleagues identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams particularly but not exclusively in highway scheme delivery
- Ensure that all direct reports are managed and supported, with regular one to one/12.3.2 meetings, clear objectives and a training and development plan.
- Act as an escalation point in relation to queries or issues that cannot be resolved by Officers/team members.
- Supporting and enabling colleagues across highway maintenance to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

To work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.

To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will be expected to provide the Team Leader with information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.

The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.

Job Responsibilities

Staff Management

- Undertake any HR processes with direct reports, including onboarding and induction, one to one/12.3.2 meetings, and investigations.
- Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the highway scheme delivery team. This may include the delivery of training to the team or colleagues.

Technical / Professional Skills

The post holder will/will have;

- Experience in highway maintenance or design including a thorough knowledge of construction materials construction techniques and specialist services.
- Experience in the recognition identification, specification and measurement of highway maintenance needs, priorities and solutions and in producing prioritised programmes of work.
- Identification, assessment prioritisation and programming of highway maintenance works in dialogue with team members, operational staff and other relevant stakeholders
- Prioritise and promote work, schemes as appropriate. Engage with the Principal Contractor to lead on programme management.
- Experience of site supervision/inspection of maintenance operations on public highways and sound record keeping.
- Understanding of relevant legislation and policies in relation to highway authority responsibilities.
- Understanding of Construction (Design and Management) Regulations
- Undertaking and commissioning site investigations to determine best value solutions for highway maintenance and improvement needs across the county road network.
- Proficient in the use of Microsoft Word, Excel and other Microsoft suite products.
- Ability to use PMS (pavement Management System) and other analytical tools to enable prioritisation of highway schemes.
- Ability to use Kaabontech GullySmart to analyse drainage data and identify remedial action based on flooding events in association with site survey and inspection reports.
- Prepare work details, specifications, Health and Safety information, contract documents and, works orders for highway works.
- Provide technical advice and support to officers in the team with maintenance implications and treatments.

Relationships and Stakeholder Management

- To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- To contribute to the development of advice, written reports and briefings relating to highway improvement treatments delivery activity to Members, both Council's Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility

- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to degree level with relevant professional qualification such as Incorporated Engineer accreditation or equivalent OR significant and demonstrable relevant industry experience	A
Ability to use own judgment in a range of situations, dealing with complex issues and sensitive situations	A / I
Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports	A / I
Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.	A / I
Proficient in MS Office skills (Word, Outlook, Excel etc.)	I
Desirable Criteria	Assessed By:
Experience of direct line management, engaging and coaching staff to achieve performance standards	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I
Previous experience in undertaking HR/complaints processes, including investigations	A / I
Awareness and understanding of asset management systems and processes used to prioritise works programmes	A/I

Section C: Pre-employment Checks

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. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
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<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<i>R</i>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<i>R</i>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<i>R</i>	Working on/ or near a road	<i>R</i>	Regular work outdoors
<i>R</i>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<i>R</i>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens

<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<i>R</i>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

April 2023