



Job Summary Overview

Job title	Senior Street Works Officer
Career family	Organisational Support
Professional pathway	Engineering and Construction
Career family level	Advanced / Senior Officer (Tier 7)
Grade	12
Reports to	Street Works Manager
Financial responsibility	Co-ordinating finances to ensure that costs are correctly attributed and auditable. Revenue - £1m
Supervisory responsibility	3 x Street Works Inspector 1 x Assistant Street Works Inspector
Reference number	

Job Summary

The postholder will be responsible for the effective routine management of ensuring all works on the highway are carried out in accordance with the councils obligations under the Traffic Management Act 2004, NRSWA 1991, Street Works Code of Practice and Code of Practice for Reinstatement and with active consideration of the Oxfordshire Lane Rental and Permit Schemes, issuing fixed penalty notices where appropriate. The postholder will also provide network coordination and forward planning services for road and street works, events planning and proposed works across the County. The role will provide programme advice to Works Promoters and Developers wishing to access workspace on the network and work with them to provide active travel and bus mitigations during the works. The postholder will ensure all works on the highway network are planned, coordinated, safe and consider the needs of the wider community and local policy where applicable e.g. bus provision, active travel route provision. The postholder will act as an escalation point for more junior colleagues.

Key Responsibilities:

- Ensuring all inspections, associated obligations and quality checks are undertaken protecting the council from any third-party claims.
- Representing Oxfordshire County Council at meetings, committees and Court Hearings related to street works/ highways activity.
- Ensuring Utility A, B & C inspections are undertaken, with defects identified and raised via Aurora/ Street Manager and follow ups undertaken to ensure compliance and



remedial action undertaken accordingly

- Investigating and taking action on public complaints or enquiries relating activities on the highway by Statutory Undertakers and others.
- Negotiating penalty, defect and fixed penalty notice charges and negotiating follow-up invoices and disputes, and ensure appropriate invoices are raised
- Substituting for the Team Manager as required and represent the County Council, and its management, at local community groups, Locality meetings and individual local parish or town council meetings be they formal or informal.
- Supporting delivery of Network Management and Service Development Plans and work to identify income generation opportunities.
- Contributing to service projects and/or reviews, challenging existing practices and generating ideas and solutions, recognising and balancing risks with reward.
- Driving continuous improvement through formal reviews and support transformation objectives.
- Supporting bus liaison commitments, supporting meetings and engagement with public transport operators regarding works on the highway.
- Any other duties related to the coordination, planning and enforcement of works on the highway
- Providing technical support and advice to Works Promoters and Developers in order that works programmes are developed to minimise disruption on the network, that collaboration takes place and that works are advertised to local communities.
- Taking a leading role in local HAUC meetings providing technical support and advice.
- Supporting the Team Manager deliver regular one to ones, setting clear objectives and individual training and development plans.
- Supporting and enabling colleagues across Network Coordination to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Subject Matter Expertise: Educated to BTEC level 3 OR equivalent WITH relevant professional qualification OR equivalent experience.	✓	
Subject Matter Expertise: Extensive experience within network coordination and/or Street works including in-depth knowledge of relevant legislation and statutory guidance (e.g., NRSWA, TMA, Lane Rental, and Permit Schemes).	✓	
Subject Matter Expertise: Advanced user of Street Manager and Aurora (or equivalent software), with a strong understanding of permit application and compliance processes.	✓	
Subject Matter Expertise: Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports.	✓	
Subject Matter Expertise: Demonstrable experience in financial management and reporting, ideally within a local authority or highways context.	✓	



Mobility: Ability to travel county wide	✓	
Performance Analysis and Reporting: Sound analytical and problem-solving skills with ability to work independently on a range of technically complex tasks.	✓	
Performance Analysis and Reporting: Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.	✓	
Subject Matter Expertise: A good awareness of contemporary policy and strategy issues affecting local government at a national and local level.		✓
Subject Matter Expertise: Possession of NRSWA Supervisor qualification and LANTRA 12D M7		✓
Managerial Expertise: Experience of direct line management, engaging and coaching staff to achieve performance standards		✓
Subject Matter Expertise: Educated to degree level OR equivalent experience		✓

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office locations within the county.
- Working on a rota basis including weekend working

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	✓	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)
☐	Working at height/ using ladders on a regular/ repetitive basis	✓	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching



☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	✓	Regular work outdoors
✓	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	✓	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	✓	Face-to-face contact with members of the public
☐	Other (please specify):		