

Job Description

Section A: Job Profile

Job Details

Job Title:	Assistant Officer (Operations) – Network Coordination
Salary:	£29,064 to £31,022
Grade:	Grade 7 SCP 13-17
Hours:	37 per week. We are open to discussions about flexible working. This will include an element of out of hours working to safeguard the network.
Team:	Network Management
Service Area:	Highways & Operations (within Environment and Place)
Primary Location:	Ron Groves House Kidlington <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:	None
Responsible to:	Team Leader – Operations. Supervision via Network Coordination Senior Officers.
Responsible for:	None
Political Restricted Post:	Not a restricted post

Job Purpose

To work as part of the Network Management Team, whose function it is to ensure that all Street works activity is appropriately managed within the boundaries of legislation and the County Council's Permit Scheme.

To plan, co-ordinate, review and approve or modify proposed traffic management arrangements. Inspect the street work activity of public utility companies, the County Council, developers, and other contractors. Monitoring activity on sites to ensure compliance with national legislation, codes of practice and the Oxfordshire County Council Permit Scheme conditions of work.

This role will specifically support the above by undertaking tasks relating to the inspection and compliance of works against national and local standards, identifying failures and issuing fixed penalty fines and overstay charges. The role will respond to challenges and resolve on-site issues ensuring the smooth running of the network. Staff will ensure all works comply with Chapter 8 NRSWA 1991 and local permit conditions. This role forms part of a career progression within the Network Co-ordination Team

Job Responsibilities

- Inspection of work sites to ensure that works promoters are compliant with national legislation and the Oxfordshire Permit Scheme. Serving of 74 notices (fines) and fixed penalties for breaches
- Coordinating all activity on the network to ensure the most efficient use of road space, minimising disruption to the travelling public and, as far as possible, managing stakeholder expectations including cross boundary and national liaison on works affecting our, and adjacent, networks.
- Liaison with key stakeholders/works promoters at planned and ad-hoc meetings.
- Assisting in the coordination of large events on or adjacent to the road network to ensure compliance and safety.
- Providing support and advice to internal and external works promoters.
- Research, fact finding and gathering evidence for compliance.

Any other duties as may be deemed necessary to carry out the full remit of the role, including working out of hours to ensure the management and regulation of live sites across the County.

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:
Ability to work under own initiative.	A/D/I
Full driving licence.	A
Ability to understand/learn software packages & devices.	A / I
Understand maps and navigate.	A / I
Good written & communication skills.	A / I
Ability to learn to understand complex legislation and Codes of Practice relating to the work role.	I
Desirable Criteria	Assessed By:
LANTRA Chapter 8 signing, lighting and guarding (or willingness to train and achieve).	A / I
NRSWA Streetworks Qualification.	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).

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	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).

☐	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):		