**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Senior Officer – Network Coordination – Forward Planning |
| Salary: | £43,771 - £45,091 |
| Grade: | Grade 11  |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Network Coordination  |
| Service Area: | Environment and Highways |
| Primary Location: | *Ron Groves House Kidlington* *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* |
| Budget responsibility: | Up to £1m |
| Responsible to: | Team Leader – Forward Planning |
| Responsible for: | Up to 4 Officers |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to provide network coordination services for road and streets 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 role will manage Officers involved in the programming of works, Section 50 and 278 applications, liaison with Operational and Permit Staff to ensure that works are well programmed and that wherever possible, appropriate active travel and bus mitigations are in place.   As Senior Officer, the post holder will be accountable for the following activities: - * Contributing to a well-coordinated network
* Assisting with expectations around traffic management
* Inspecting and liaising on works
* 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.
* Take a leading role in local HAUC meetings providing technical support and advice.
* Support staff in the discussion and implementation of active travel and bus mitigations in works.
* Apply the principles of relevant legislation, local policies and the Network Management Plan to works proposed on the network.
* Offering training and development in network coordination to colleagues
* Managing the operational effectiveness of projects, 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 Network Coordination.
* Ensure that all direct reports are managed and supported, with regular supervision meetings, clear objectives and a training and development plan, highlighting issues to Team Leaders.
* Act as an escalation point in relation to queries or issues that cannot be resolved by Officers/team members.
* Supporting and enabling colleagues across Network Coordination 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

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| Staff Management * Undertake any HR processes with supervisees, 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 Network Coordination Team. This may include the delivery of training to the team or colleagues.

 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 Network Coordination 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. Working outside normal hours may be required  |

# 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.

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| Essential Criteria | Assessed By: |
| Extensive experience within network coordination, including advising/mentoring colleagues. | A / I  |
| Educated to BTEC Level 3 or equivalent with relevant professional qualification or equivalent.  | 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  |
| NRSWA/LANTRA qualifications | A/D |
| 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  |

# 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

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

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| [ ]  | 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](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-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 |

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| [ ]  | 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).

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| [ ]  | 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 | [x]  | 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 |
| [x]  | 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 |
| [x]  | Working on/ or near a road | [x]  | 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 | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2025