OXFORDSHIRE COUNTY COUNCIL

Job Summary Overview	
Job title	Street Works Inspector
Career family	Organisational Support
Professional pathway	Engineering and Construction
Career family level	Intermediate / Officer (Tier 7)
Grade	9
Reports to	Street Works Manager with supervision from Senior Street Works Inspectors
Financial responsibility	Responsibility for routine transactions Processing PO's and invoices or manages budget up to £10,000 or reporting/analysis of budgets or influence over spend of budgets (For example, ordering equipment in coordination with Senior Officers) Track revenue and capital finances and flag any issues to seniors. Actioning and monitoring project expenses such as invoicing, purchases and transactions
Supervisory responsibility	Will be responsible for supervising assistants, acting as an initial escalation point, escalating issues to seniors, and the development of junior members of staff and new starters including coaching and mentoring.
Reference number	

Job Summary

The postholder will ensure works activity is inspected and is in conformance with national legislation, local priorities, and the County Council's Lane Rental and Permit Schemes. The role includes supporting site visits, reporting non-compliance, and helping coordinate traffic management arrangements to maintain safety and minimise disruption. The postholder will also assist with approving works and diversion routes, implement enforcement actions (e.g. removals from highway, FPNs, Overstay Charges) and help resolve issues with works promoters and local communities. The postholder will also support and guide junior colleagues.

Key Responsibilities:

- Planning, coordinating and carrying out inspection 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.

- Supporting Senior Street Works Inspectors with forward planning of works requiring the highway network.
- Representing Oxfordshire County Council at meetings, committees and Court Hearings related to street works/ highways activity.
- Inspecting of live sites/activities in progress to ensure that works promoters are undertaking works in accordance with all relevant codes of practice, New Roads & Street Works Act 1991 (NRSWA), Traffic Management Act 2004 (TMA), the Oxfordshire Lane Rental and Permit Schemes & other national legislation and local policies where applicable.
- Liaising with key stakeholders/works promoters at planned and ad-hoc meetings.
- Ensuring all defects and non-conformities are correctly recorded with appropriate evidence obtained and shared to allow for the negotiating of defect for resolutions/ remedial action, S74's, fixed penalty notice charges and disputes.
- Supporting the coordination of large events on or adjacent to the road network to ensure compliance and safety.
- Ensuring Utility A, B & C inspections are undertaken, with defects identified and raised via Street Manager and follow ups undertaken to ensure compliance and remedial action undertaken accordingly
- Providing support and advice to internal and external works promoters.
- Handling escalations from other members of the service e.g. Permit/ Lane Rental /TTRO queries, diversion planning, challenging traffic management requests, highway licences, and site visits.
- Pre-planning for private licenses, S50 & agreeing road space for S278, S38, S106 and S187 ensuring conformity with conditions on licenses
- Reporting and inspection of S81 defective apparatus
- Supervision of Assistant Officers involved in the inspection and regulation of live sites.
- Any other duties as may be deemed necessary to carry out the full remit of the role, including working out of hours/weekends to ensure the management and regulation of live sites and events across the County.
- Supporting bus liaison commitments, supporting meetings and engagement with public transport operators regarding works on the highway.
- Support compliance inspection checks where appropriate.

Specific requirements	Essential *Mark with ✓*	Desirable *Mark with ✓*
A relevant Level 3 qualification with English and Maths at GCSE level (or equivalent standard of education) or comparable ability and/or equivalent experience in a relevant field of expertise	✓	
Experience working with complex information in combination with internal and external partners. Substantial experience in permit coordination or network management	✓	
Ability to use own judgment in a range of situations, analyse and solve complex issues and sensitive situations considering equality and diversity	✓	

Evidence of an advanced conscientious and organised approach to work, with keen attention to detail. Has the ability to sustain concentration over long time periods and to work under pressure.	✓	
Experience of independent working and making decisions that may impact others	✓	
Experience & understanding of Lane Rental AND/ OR Permit Schemes (including Oxfordshire)	✓	
Proficient in MS Office skills (Word, Outlook, Excel etc.).	✓	
Full driving license	✓	
Ability to work under pressure prioritising competing demands and deadlines effectively	✓	
Understanding of highway materials and reinstatement methods	✓	
Experience of staff supervision in an operational environment.		✓
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations.		✓
Working knowledge of Street Manager and Aurora Street works system		✓

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):		