



Job Summary Overview	
Job title	Senior Compliance Inspector
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 - £3m
Supervisory responsibility	1 x Compliance Specialists 3 x Compliance Assistants Responsibility for supervising the work of those delivering works on Oxfordshire's highways. Provide mentoring, coaching and training for more junior members of the team.
Reference number	

Job Summary
The postholder will be responsible for ensuring the Council's statutory duties under the Highways Act 1980, New Roads and Street Works Act 1991, and related legislation are upheld, including the administration and enforcement of licenses, supporting compliance performance improvement for works promoters and liaison with bus operators. The postholder will lead the application and approval process for licences including site visits, lead discussions and negotiations, inspection and enforcement of sites including the issuance of fixed penalty notices where applicable. The postholder will ensure that all works and activities on the public highway are carried out safely, legally, and with minimal disruption to the public. The postholder will also support with statutory undertaker performance and compliance meetings. Key Responsibilities: Overseeing the process, review, and approval applications for scaffolding, skip, hoarding, and other relevant licenses under the Highways Act.



- Maintaining accurate records of all license applications, approvals, renewals, and closures using council systems (e.g., Aurora).
- Conducting site inspections before, during, and after licensed activities to ensure compliance with statutory requirements and council policies.
- Identifying and documenting breaches, defects, or non-compliance, and take appropriate enforcement action, including issuing penalties or notices.
- Monitoring for overstays and unauthorised activities, ensuring prompt resolution and site clearance.
- Meeting with developers and agree arrangements for traffic management for Construction site accesses (S278 lite). Manage road space booking and inspection
- Keeping up to date with changes in legislation, codes of practice, and council policies.
- Contributing to the development and review of internal procedures and best practice guidance.
- Providing advice and guidance to applicants, contractors, developers, and members of the public regarding licensing requirements and compliance including supporting compliance and performance meetings.
- Liaising with utility companies, developers, police, and other stakeholders to coordinate activities and minimise disruption.
- Attending meetings and site visits as necessary to negotiate traffic management arrangements and resolve disputes.
- Representing Oxfordshire County Council at meetings, committees and Court Hearings related to street works/ highways activity.
- Providing guidance and support in the routine activities of the team.
- 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 the Team Manager deliver regular one-to-one setting, clear objectives and individual training and development plans.
- 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.

Specific requirements

Essential

Mark with ✓

Desirable

Mark with ✓



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: Hold suitable qualification to carry out licensing inspections e.g. SITS,		
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):		