



Job Summary Overview	
Job title	Senior Street Works Coordinator
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	Role 1 - TTRO 5 x TTRO Specialists 1 x Filming and Events Specialist Role 2 - Permits 5 x Permit Coordinators 2 x Senior Permit Coordinators
Reference number	

Job Summary
The postholder will be responsible for the effective routine management of the coordination, determination, authorisation and processing of street works permits and temporary traffic regulation orders (TTRO)/ notices (TTRN) to enable the delivery of works on the highway. The postholder will supervise a team of specialists and assistants delivering the works acting as a point of escalation of issues. They will also work closely across Network Coordination to ensure the implications of permits and TTRO/TTRN's are considered e.g. parking suspensions and as a point of contact for OCC teams, councillors and other stakeholders. The postholder will have a leading role in ensuring that works are permitted in accordance with relevant legislation and Codes of Practice and that associated TTRO/ TTRN applications are processed and advertised to local communities. The post will have an active role in the implementation of the Network Management Plan and associated County Council policies.



Key responsibilities:

- Providing advice and technical support to ensure that Permit and Temporary Traffic Regulation Order (TTRO)/ Temporary Traffic Regulation Notice (TTRN) requests are processed efficiently.
- Provide a technical expert role for Permitting and TTRO/ TTRNs. Ensuring higher knowledge for relevant legislation is maintained such as NRSWA, TMA, Traffic Regulation Act, Highways Act, supporting codes of practices, the Oxfordshire Lane Rental scheme, and statutory guidance.
- To play a key role in delivering and managing the Authorities digital Temporary Traffic Regulation Order (D-TTRO) data and database and ensuring compliance with National Guidance and Legislation
- To lead / assist on the development, implementation and maintenance of the digital map-based systems for the management of temporary traffic regulation orders to demonstrate improvements to the service area which are effective and efficient
- Calculating and agreeing Permit and TTRO/ TTRN fees in accordance with the relevant Codes of Practice and local policies.
- To lead on the coordination of Order making throughout Sustainable Transport, Highways and Parking Services to minimise abortive work and maximise synergy of operation through developing management systems
- Dispute resolution for all Permitting and TTRO/ TTRN matters, including the organisation and leading of meetings with utilities, attending arbitration hearings on behalf of the County Council.
- KPI management (Prepare reports via the operating system to enable monitoring of OCC KPI's and works promotor performance against agreed activity).
- Team performance monitoring through the development of spreadsheets, databases and other bespoke systems. This will also involve the participation in management meetings to provide insight into performance figures.
- Liaising with governing/representative bodies for Street Works (HAUC etc) along with providing figures and statistics on performance.
- 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.
- Support the Team Manager deliver regular one to ones, setting clear objectives and individual training and development plans.
- Substitute 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
- Contribute to service projects and/or reviews, challenging existing practices and generating ideas and solutions, recognising and balancing risks with reward.
- To manage the publication of the statutory notices in the local press, Liverpool City Council internet sites - responding to any queries arising



- Drive continuous improvement through formal reviews and support transformation objectives.
- To ensure that enquiries and complaints from elected members, officers throughout the council, external agencies and individuals in relation to the service are responded to in agreed timescale
- Support bus liaison commitments, supporting meetings and engagement with public transport operators regarding works on the highway.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

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.	✓	
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.		✓
Managerial Expertise: Experience of direct line management, engaging and coaching staff to achieve performance standards		✓

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.

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):		