

Job Description

Section A: Job Profile

Job Details

Job Title:	Officer – Structural Inspections
Salary:	
Grade:	Grade 10
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Highways Maintenance
Service Area:	Highways and Operations- Environment and Place
Primary Location:	County Hall Oxford OX1 1ND. <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:	Revenue £500k
Responsible to:	Senior Officer-Structural Engineering
Responsible for:	
Political Restricted Post:	Not a restricted post

Job Purpose

The purpose of this job is to contribute to the Council's primary technical support to the Principal Engineer for Structures and to undertake the inspection process. To be main liaison with commissioned inspection resources to ensure the effective delivery of improvement and maintenance programmes across the structures' assets.

The role will be responsible for the undertaking the inspection of all structures' assets of the council

As Officer Structural Inspections, the post holder will be accountable for the following activities:

- Undertake physical/ visual inspections of all structural assets to determine the condition based upon nationally recognised inspection criteria and categorisation. This will involve visiting sites as part of a team and in a lone worker situation on a regular basis.

- Providing technical support and advice to Operational Managers in order that works programmes are developed to minimise disruption on the network, that collaboration takes place, and that inspections are carried out on all highways structural assets in the most cost effective and productive manner possible.
- Contribute to the development of the inspection programme, implement and review principal, underwater, special inspections and assessments of the highway structures under a term maintenance contract.
- Contribute to the Management of provisionally substandard and defined substandard structures
- Monitor the implementation, delivery of the reactive, programmed (life cycle plan) and emergency highway structures works under a term maintenance contract.
- To contribute to the correspondence about highway structures issues from members of the public, elected Members and other stakeholders in accordance with the Council's policies.
- Review, co-ordinate and maintain the Bridge Management System to ensure that the structures database is kept up to date, to help minimise risks and assets' whole life costs.
- Provide advice and technical review of proposed new highway structures or modifications to existing assets.
- Provide guidance and support to area offices carrying out routine maintenance, General Inspections and vehicular accident repairs to highway structure
- Apply the principles of relevant legislation, local policies and the Highway Asset Management Plan to works proposed on the network.
- Offering training and development in the maintenance of highway structures to colleagues
- Contribute to the operational effectiveness of projects, including finance and budget reporting, procurement processes, contract 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 and or reduction, aimed at improving services and delivering new revenue streams particularly but not exclusively in highways structures team.
- Act as an escalation point in relation to queries or issues that cannot be resolved by Officers/team members.
- Supporting and enabling colleagues across Highway Maintenance to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.
- Manage abnormal load notifications utilising specialist software package

To work with our Communities, 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

Technical / Professional

Support the proper operational management of the highway structural engineering inspection team to: -

- Undertake the function of highway structural assets inspection, utilising a thorough knowledge of construction materials and techniques.
- Plan co-ordinate and carry out inspections by the most appropriate means.
- Identify the risk level of a specific defect based upon a risk-based approach and in relation to the location and use of that part of the network.
- Escalate the urgency level of remediation based upon risk.
- Record all defects on the appropriate system for works to be done to rectify the defect by those parties responsible
- Work closely with colleagues from the Engagement team to identify areas of consideration for ad hoc inspections
- Undertake quality checks of works undertaken as part of the defect repair process.
- Deliver efficient and effective highway structural assets' inspections across the County, considering improvements to technology and delivery methods.
- Support the Team Leader Structural Engineering in the development and improvement of highway structural assets inspection process and policy
- Identification, assessment prioritisation of highway structural assets maintenance inspections in dialogue with team members, operational staff, and other relevant stakeholders
- Provide technical advice and support to other team members
- Support the Service to ensure that the County Council is effectively represented at public meetings, legal proceedings and associated Court cases.
- Ensure the identification of maintenance issues for remedial action by the appropriate third party.

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.

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:
A Level 4 NVQ (HNC) (or similar qualification in the relevant discipline) OR significant experience in the relevant specialist field of work.	A / I
Ability to work autonomously	A/I
Demonstrable knowledge of the latest legislative highway structure design, assessment, inspection of construction works to National Highways and Eurocode standards	A/I
Experience in highway structures engineering and maintenance	A/I
A sound understanding of project management and asset management principles	A/I
An up to date knowledge in health and safety and environmental regulations and legislation related to highway construction works	
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.)	A/I
Experience of working near or on water. Ability to swim (with a life vest). This is a safety requirement as this role regularly involves working on, near or over fast flowing and/or deep water. Access to confined spaces and the ability to carry survey equipment will also be requirements of the post.	A/I

Experience of inputting and retrieving data from electronic record systems/databases using a Bridge Management System (BMS). To carry out General, Special, and Monitoring Inspections to structures. A fundamental part of the job is gaining access to all accessible areas of all County Council bridges so will require a reasonable fitness level for day to day duties.	A/I
Desirable Criteria	Assessed By:
Educated to Degree level or equivalent with relevant professional qualification or equivalent.	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations	A / I
An understanding of NEC Conditions of Contract and MCHW Method of Measurement	I
Working knowledg of the Highways Act and Traffic Management Chapter 8 guidance	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).

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

R	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	R	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)
R	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
R	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	R	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
R	Working on/ or near a road	R	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	R	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	R	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		