**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Officer (Streetworks) – Network Coordination  |
| Salary: | £32,076 - £34,834  |
| Grade: | Grade 9  |
| Hours: | 37 per week. We are open to discussions about flexible working. This will include an element of out of hours working to safeguard the network.  |
| Team: | Network Management  |
| Service Area: | Transport and Infrastructure (within Environment and Place) |
| 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: | None |
| Responsible to: | Team Leader – Operations |
| Responsible for: | Supervision of Operational staff at Grade 7 |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to work as part of the Network Management Team, whose function it is to ensure that all Street working activity is appropriate managed within the boundaries of legislation and the County Council’s Permit Scheme. To support and supervise junior staff involved in the inspection and regulation of live sites. Escalating unresolved issues to management. The coordination, approval and inspection of all works on the highway**.** Coordination and management of works on the highway, agreeing traffic management and user mitigations, enforcing conditions, issuing fines and removing works promoters from the network if they do not confirm to the national and local standards. To plan, co-ordinate, review and approve or modify proposed diversion routes, monitor and inspect the street work activity of public utility companies, the County Council, developers and other contractors.This role will specifically support the above by undertaking tasks relating to the management of the network, ensuring that works take place in accordance with national legislation and local priorities, appropriate penalties are applied to sites that fail inspection, raising Fixed Penalty Notices and Overstay Charges as required, respond to challenges on the network and resolve local issues with communities and Works Promoters.  |

## Job Responsibilities

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| * Plan, coordinate and carry 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.
* Inspection of all live sites/activities in progress to ensure that works promoters are undertaking works in accordance to all relevant codes of practice in accordance with New Roads & Street Works Act 1991 (NRSWA), Traffic Management Act 2004 (TMA), the Oxfordshire Permit Scheme & other national legislation.
* Liaison with key stakeholders/works promoters at planned and ad-hoc meetings.
* Ensure 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.
* Assisting in the coordination of large events on or adjacent to the road network to ensure compliance and safety.
* Providing support and advice to internal and external works promoters.
* Escalation from Assistant Officers of Permit/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 to ensure the management and regulation of live sites and events across the County.  |

# 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: |
| LANTRA Chapter 8 Signing Lighting and Guarding. | A/D/I |
| Full driving licence.  | A  |
| Significant experience in NRSWA related activity. | A / I  |
| Experience & understanding of Permit Schemes (including Oxfordshire). | A / I  |
| Abiliity to work autonimously.  | A / I  |
| Working knowledge of Street Manager. | I  |
| Understanding of materials and reinstatement. | I |
| Desirable Criteria | Assessed By: |
| NRSWA Streetworks Accreditation. | A / I  |
| Experience of supervision of staff. | 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 |
| [x]  | 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 |
| [x]  | 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):       |

March 2024