

Job Description

Section A: Job Profile

Job Details

Job Title:	Assistant Officer – Technical Support - Network Coordination, Licensing and Compliance Permits and TTRO
Salary:	
Grade:	Grade 7
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Network Coordination
Service Area:	Highway Maintenance and Management (within Environment and Place)
Primary Location:	Ron Groves House Kidlington <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:	None
Responsible to:	Network Coordination Team Leaders – Supervision provided by Senior Officers
Responsible for:	None
Political Restricted Post:	Not a restricted post

Job Purpose

The purpose of this job is to provide technical support for the processing of private works on the network, Filming and Events, Licensing and Street Works Compliance for works across the County, ensuring legal compliance (and timelines) for applications and payment of fees. The role will ensure that applications are compliant with national legislation and local conditions, are timely and do not conflict with other works on the network. The role will support the Compliance function of the Service including calculation and invoicing for Permit Fees, S50 and S278 works, Filming and Event approvals and fees and monitoring the activities undertaken by the service for management reporting purposes.

The post will have a leading role in ensuring that applications for private works are processed in accordance with relevant legislation and Codes of Practice, that Compliance issues are identified and processed, Filming and Events (F&E) applications are properly considered, reported and communicated, and that effective monitoring of Works Promoters and the Service are properly monitored and are effectively communicated to stakeholders.

The post holder will be accountable for the following activities: -

- Compliance – Charges are correctly levied and invoiced to the appropriate Works Promoter.
- Compliance – Overrun and Defect fees are correctly levied and invoiced to the appropriate Works Promoter.
- Compliance – Performance monitoring of the industry and internal activities.
- Licensing – Processing and approval/refusal of all licence applications on the network in conjunction with technical staff in the Team or Area Operations.
- Licensing - Management of the systems to manage and record applications, durations and renewals.
- Licensing - Management of approved suppliers, and their associated paperwork, to allow third parties to procure services.
- F&E – Processing of all applications in conjunction with technical staff.
- F&E – Reporting applications to Safety Advisory Groups as necessary.
- F&E – Management of invoicing for Filming and Events in accordance with relevant fees.
- Private Works – Processing of S50 and S278 through the Permitting/TTRO processes, in conjunction with technical staff.
- Private Works – System inputting and maintenance of details to ensure accuracy.
- AI – Providing technical administrative support to meetings, supplying data and reports on activities undertaken.

The role will require working with internal and external Works Promoters to facilitate the smooth running of the processes to maximise outcomes in an efficient and diplomatic way, acting as necessary as a conduit between staff and works promoters to secure the overall exchange of information in accordance with the objectives of the Network Management Team.

Job Responsibilities

- To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
- 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.
- Ensure process compliance withing the processes and ensure that the outcomes are communicated to stakeholders

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:
Experience working with complex information in combination with internal and external partners.	A / I
A Levels or equivalent qualification(s) with English and Maths at GCSE level (or equivalent standard of education) or comparable ability.	A
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.).	I
Highly proficient in both written and verbal communication, including the preparation of letters, emails and reports.	A / I
Ability to work under pressure prioritising competing demands and deadlines effectively.	A / P
Desirable Criteria	Assessed By:
Experience of working in a legal framework.	A/I
Understanding the need to comply with the Council's constitution, including its contract and financial procedures and regulations.	A / I
Previous experience in undertaking TTRO and/or Permit scheme processes, including investigations.	A / I A / I
Experience in a similar organisation (public sector).	

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).

<input type="checkbox"/>	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	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors

<input checked="" 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	<input type="checkbox"/>	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	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

January 2023