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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Network Strategy – Network Information and Compliance |
| **Post title:** | Street Works Inspector - Coring |
| **Grade:** | I |
| **Responsible to:** | Senior Network Compliance Officer |
| **Staff managed:** | None |
| **Date of issue:** | April 2021 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The post is within the Network Information and Compliance Team which is responsible for enforcement activities outlined by the New Roads and Street Works Act, the Traffic Management Act, the Highways Act and associated Codes of Practice the post holder will be tasked with undertaking appropriate inspections of all types of reinstatements and sites.  Key objectives include:   * Plan and undertake The New Roads and Street Works Act inspections primarily coring, maximising available time * Have an in-depth knowledge of, and comply with, current legislation, Codes of practice and Guidance Documents * Ensure inspection results are accurately recorded, reported and follow through and enforcement action required * Ensure the quality of reinstatements complies with the Specification for the Reinstatements of Openings in Highways * Partake in the provision of the winter maintenance regime, undertake weather and road condition checks to ensure an informed decision is made reference pre-salting/gritting/etc |

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| Structure | |
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| Job Description | |
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| Job purpose | The post is within the Network Information and Compliance Team which is responsible for enforcement activities outlined by the New Roads and Street Works Act, the Traffic Management Act, the Highways Act and associated Codes of Practice the post holder will be tasked with undertaking appropriate inspections of all types of reinstatements and sites. |
| Operational management | * Undertake NRSWA inspections as required. * Undertake enforcement action as required, all to be Police and Criminal Evidence Act compliant. |
| Communications | * Instigate initial communication with works undertaker. * Written and oral communications, with colleagues and other internal and external contacts at all levels. |
| Partnership / corporate working | * Ensure any required/requested information is communicated without undue delay, both internally and externally e.g. Statutory Undertakers and Contractors, Third Parties, Area Offices, other Local Councils * Undertake winter maintenance duties as required and/or as per rota |
| Resource management | * Ensure vehicle is inspected daily and serviced as required. * Ensure equipment issued is correctly and safely stored and calibration is requested as required. |
| Systems and information | * Key systems in use will be: * Microsoft Office * Symology Insight * Responsible for recording inspections undertaken, accurately and to agreed timescale. * Ensure all required reports, vehicle log sheets, time sheets etc’ are submitted accurately and to agreed timescale. * Ensure all information is kept secure and with due regard to Data Security, to include relevant legislation and Authority Policy. |
| Health and Safety | * To carry out and review job related risk assessments. |
| Safeguarding | * Assist in ensuring the integrity of the highway network is not compromised. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge and understanding of current highway legislation. | * Knowledge of IT applications associated with the Street Works Register. * Knowledge of the Specification for Reinstatement of Openings in Highways. * Knowledge of the New Roads and Street Works Act Inspections Code of Practice. |
| Experience   * Recent experience in a street works/highways/statutory undertaker inspector or supervisor role. * New Roads and Street Works Act 1991, Traffic Management Act 2004, Highways Act 1980 and associated Codes of Practice. | * Experience of coring operations * Experience of winter maintenance provision |
| Occupational Skills   * Manages own workloads and copes well with priority changes. * Influencing and negotiating skills. * Good interpersonal skills. * Good numeracy, literacy and IT skills. |  |
| Qualifications | * New Roads and Street Works Act 1991 accredited supervisor * ONC in Civil Engineering or equivalent |
| Other Requirements   * Current driving licence * Ability to travel across the County | * Driving licence to include B+E |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.