

JOB DESCRIPTION



Job Title: Trainee Highway Network Officer

Salary £23,541 - £28,672

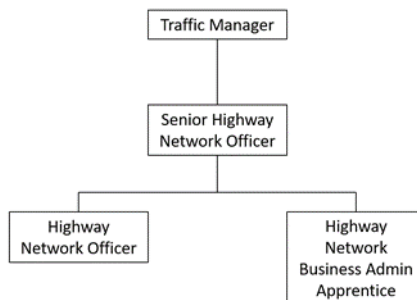
Directorate: Place, Planning & Regeneration	Section/Location: Highway Network Management / Time Square
Grade/Salary Range BG:H	Work style: HomeFlex

Key Objectives of the role

- This role is a trainee position with the expectation of the holder meeting the required competency/experience of the Highway Network Officer within a 1-2 year period.
- To assist with the administration of the Permitting Scheme and Licensing functions in accordance with the New Roads and Streetworks Act 1991, Traffic Management Act 2004 and Bracknell Forest Council Permit Scheme and other relevant legislation and council policy.
- To assist in the co-ordination and monitoring of street and road works ensuring the safe and efficient movement of traffic on the BFBC and neighbouring highway networks and deliver appropriate communications both internally and externally.
- To assist in the investigation and enforcement of highway law.

Designation of post and position within departmental structure

- This post is located in the Highway Network Management Group based in the Planning, Transportation & Countryside Division of the Environment, Culture & Communities Department.
- The post reports directly to the Senior Highway Network Officer, who reports to the Traffic Manager.



Daily and monthly responsibilities

To assist the team to ensure that the Council discharges its legal duties in relation to the duties imposed by the TMA, NRSWA & BFPS in respect to management of the highway network.

To assist in the co-ordination of works and activities on the highway network and liaise with the public, Parish/Town Council's, elected members, the Police, Statutory Undertakers, Licensees and other public bodies concerning highway works and events where necessary and deal with correspondence.

To assess permit applications and to grant, refuse or seek modification and to monitor compliance and issue Fixed Penalty Notices or recommend prosecution as appropriate.

To respond efficiently and courteously to the needs of all service users including contact in person, by telephone, and through all forms of correspondence including the provision of advice.

To begin developing and maintaining working relationships with utilities and the Council's external service providers to ensure that technical and administrative tasks are carried out effectively to deliver improved outcomes for customers.

To process licence applications and produce and keep adequate and approved records and to compile reports, statistics or other relevant material related as may be reasonably required.

Assist with the collection of performance management data for the Network Management and Commissioning functions, to ensure that the services are delivered efficiently and cost-effectively to road users and residents.

To be aware of the Safety and Welfare at Work of yourself, of any staff and/or member of the public affected by your work and to report to the Traffic Manager any work-related activities that give rise to significant risks to staff or public safety.

Scope of role

The post contributes to the generation of income through licences permits and inspections (£500,000).

This post is an integral part of the strategy for maintaining that the Council avoids intervention from the Department for Transport under the TMA.

Indirectly the post holders work saves the Council substantial money and helps the Council meet its strategic themes. Thereby contributing to the key Local Transport Plan objective of reducing delays associated with traffic congestion and improve reliability of journey times.

The nature of the job is such that the officer has to act on his/her own initiative and in so doing regularly exposes the Council to substantial liability in respect of costs associated with legal challenges.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

This post will be eligible to progression to Highway Network Officer once;

- The post holder is proficient in completing independent assessment of all incoming licence and permit applications and has shown competence in identifying breaches of legal standards; and
 - The post holder is proficient in identifying financial implications of permit and licence applications and the gathering of data for income generation purposes; and
 - The post holder is proficient and comfortable in investigating, discussing and debating breaches with work promoters and contractors and is competent in identifying appropriate courses of action; and
 - The post holder has demonstrated a solid understanding of a wide range of relevant highway law and associated procedures.
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Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	GCSE's Maths, English, and Computer Skills + 2 A Levels or equivalent.	<p>City & Guilds Advanced Certificate for Utility Operations – Administration for Street Works Notices or experience in a similar role.</p> <p>Street Works Supervisor's Certificate of Competence – covering Signing, Lighting & Guarding.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>A good understanding of all aspects of highway law and Enforcement procedures</p> <p>Knowledge and understanding of the principle of highway infrastructure and asset management.</p> <p>Confident in the use of information technology including databases.</p> <p>Ability to prioritise and achieve deadlines.</p> <p>Ability to collate evidence and draft reports/briefings for use in legal proceedings.</p> <p>Knowledge of current Health & Safety legislation</p>	<p>Relevant experience in local authority or utility company.</p> <p>Good understanding of the management and operation of the road network to meet transport policy objectives.</p> <p>Experience of Street Works Register Computer Systems including Street Manager.</p> <p>Thorough knowledge of current Health & Safety legislation with particular regard to working on the public highway.</p> <p>Extensive experience of monitoring street works.</p> <p>Knowledge of the Traffic Management Act 2004, New Roads & Street Works Act 1991 and associated regulations and codes of practice.</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent).</p> <p>Capable of logical thinking and pragmatic approach to problem solving under pressure and meeting deadlines.</p> <p>Effective communicator, both orally and by the English written word.</p> <p>Ability to relate to colleagues, other professionals and the public in order to deliver excellent customer care and best value services.</p>	

Proven integrity.

Self motivated.

Other Work Requirements

The ability to converse easily with members of the public and respond effectively to questions in spoken English

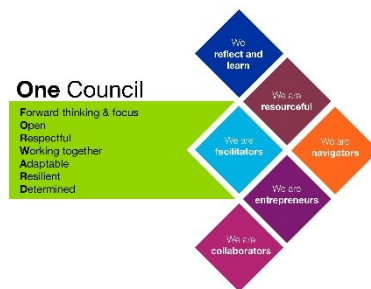
Practical aptitude and ability to be innovative, questioning and analytical.

A valid driving licence is essential, as mobility is required to visit locations in the borough on a frequent basis and where public transport can not be relied upon.

Able to work out of normal office hours from time to time.

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.