## Job description

### Structure information

Job title: Street Works Compliance Officer

Reports to job title: Street Works Manager

Directorate: City Operations

Division: City Infrastructure

Section: Network Management

Job identification number (JIN): 4137LH

### Job purpose

To inspect and ensure that works promoters carry out works on the public highway safely and in compliance with the New Roads and Street Works Act (1991), Traffic Management Act (2004), Highways Act (1980), Brighton & Hove Permit Scheme and all other relevant legislation.

To work collaboratively with other teams to ensure the regulation and coordination of all activities on the highway, to minimise disruption, on the highway network and its users.

To take action to remedy breaches effectively through serving of notices and raising of charges

### Principal accountabilities

**Lower role**

1. To carry out sample and routine inspections on works activities and reinstatements on the public highway. Ensure works sites and reinstatements meet all necessary safety and legal requirements, identify defects and report them to the works promoter.
2. To follow-up defective reinstatements, ensuring that remedial works are carried out to the required standard and attending site meetings where defects are disputed.
3. To carry out site occupancy inspections, identifying sites where works have overrun the permitted duration, taking photographic evidence and following up until the site is clear.
4. To carry out permit compliance inspections, identifying and recording non-compliances and taking photographic evidence to support the issuing of Fixed Penalty Notices.
5. To attend meetings and liaise with the police, public utilities, private developers, public transport operators, and other council officers regarding temporary and emergency road works and oversee the process in accordance with statutory requirements, temporary traffic orders required to ensure public safety, traffic movement and expedited execution of such works.
6. To inspect proposed sites for new and amended vehicle crossovers, determine whether construction can go ahead, issue a suitable specification and ensure compliance with it.
7. To ensure licences issued under Section 50 and 171 NRSWA1991 (New Roads and Street Works Act) and Section 184 Highways Act 1980 meet all operational requirements and that all subsequent road and street works activities related to the licenses are noted on and co-ordinated through the council’s electronic systems.
8. Whilst undertaking scheduled inspections to investigate, report and act upon any offences committed in contravention of the Highways Act and other legislation and in the case of any damage caused, to authorise and supervise remedial works, recharging where appropriate.
9. To support the team and other team members by assisting in the teamwork programme where overloads occur or where urgent work must be completed to meet the council’s requirements, for example where an officer is unavailable through absence.
10. To assist as requested in the event of any emergency on the highway such as subsidence and floods which may include road closures on diversionary routes.
11. To receive, prioritise and answer all complaints, verbal and written regarding street works issues.

**Higher role**

In addition to the above accountabilities, the postholder will be required to:

1. Lead on and coordinate discussions required to agree traffic management and
2. arrangements for major utility works in the city. Ensure that all interested parties are included in the discussions and refer schemes to the Street Works Manager when necessary.
3. Build and maintain good relationships with internal and external stakeholders, often at senior level, understanding the diverse needs of all road users and balancing their requirements.
4. To assist the Street Works Manager to control the performance management process that covers all areas of accountability. Agree performance objectives and standards and implement the review process to identify problems and performance shortfalls at an early stage.
5. Stand in for the Senior Compliance Officer as and when should support be required in an urgent situation or representation be needed for a stakeholder performance meeting.
6. Support the learning and development of less experienced members of the team including apprentices.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

Job title: Street Works Compliance Officer

Reports to job title: Senior Works Manager

Directorate: City Operations Services

Division: City Infrastructure

Section: Network Management

Job identification number (JIN): 4137LH

### Essential criteria

It is expected that the Higher role will also be able to meet the Lower role criteria.

#### Job-related education, qualifications, and knowledge

**Lower role**

* Educated to Level 3 or the equivalent level of knowledge gained through relevant experience.
* NRSWA Accredited (supervisory level)
* Knowledge of legislation including New Roads and Street Works Act 1991, Traffic Management Act 2004, Highways Act 1980, Traffic Regulation Act 1984 and relevant codes of practice.

**Higher role**

* Educated to Level 5 (or actively working towards) or the equivalent level of knowledge gained through relevant experience.
* Attained or working towards the Lantra 12D qualification, or equivalent, or the equivalent level of knowledge gained through experience, or willing to acquire.
* Attained or working towards a Project Management qualification (e.g. Prince2), or equivalent, or the equivalent level of knowledge gained through experience, or willing to acquire.

#### Experience

**Lower role**

* Experience of working in a street works and permit scheme environment.

**Higher role**

* Applying relevant legislation in practice, carrying out inspections of utility works in progress and reinstatements, and identifying non-compliances and defects.
* Designing temporary traffic management layouts (simple and complex)
* Engineering methods used by utilities/contractors to be able to accurately assess proposed traffic management, works durations, etc.

#### Skills and abilities

**Lower role**

* Confident and professional skills, to communicate with people at all levels, deal with disputes, and/or difficult and hostile situations, in a calm and tactful manner.
* Ability to work with minimal supervision both out on site and in a busy office environment whilst prioritising and organising a varying workload.
* Intermediate IT and digital skills to be able to communicate by email, use Microsoft suite, or equivalent, software packages for basic word processing and spreadsheet documents, report writing and good diary/record keeping.
* Ability to use EToN (Electronic Transfer of Notices) system to record inspections, retrieve information, monitor, and evaluate utility and highway authority performance.
* Ability to gather evidence and compile a case for prosecution in the event the council decides to take a utility to court.
* A good team player capable of building and sustaining relationships and adaptable to change.
* Ability to assist in planning projects and ability to meet key deadlines.

**Higher role**

* Flexibility to resolve issues in other areas, where appropriate, and understanding of when to refer issues to other teams or to a manager for resolution.
* Confidence to make decisions independently on site.
* Ability to undertake financial duties (such as gathering supporting evidence for fixed penalty notices, section 74 charges, and sample and defect inspection charges).
* Ability to independently manage projects and work programmes.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Required to attend courses and to research current legislation and construction methods.
* Willing and able to travel across the city to various sites and prepared to work outdoors in all weathers.
* Occasional working out of normal office hours may be required.

#### Career progression from the Lower to Higher role

As the Compliance Officer becomes more skilled and experienced, they will be expected to lead on the management of more complex and politically sensitive projects. This will involve more exposure to the political environment and a wider range of stakeholders as well as an increased level of responsibility in terms of accountability and risk management. Progression from the Lower to Higher role will be subject to satisfactory performance and the availability of a suitable vacancy.