



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Permit Scheme Inspector		
GRADE: JOB CODE:	G8 EE134PERMG8 <small>JE Checked 02/02/2021</small>	SERVICE AREA:	Planning, Engineering & Transportation
REPORTS TO:	Simon Hinton – Permit Scheme Manager	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Must hold a full UK driving licence • Will be required to work outside normal office hours as the service requires • Will be required to work on site at any location within the borough of Walsall • Must keep abreast of the latest technical development in highway maintenance techniques, the Highway Maintenance Code of Practice, the New Roads and Street Works Act, the Traffic Management Act, Chapter 8 of the Traffic Signs Manual, the Specification for the Reinstatement of Openings in Highways 2020 and any amending legislation of Regulations and Acts • This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

- To carry out the inspection and supervision of works on site to ensure that they are being undertaken safely and in accordance with the current specification for materials and workmanship in line with current legislation, namely the New Roads & Street Works Act 1991, the Traffic Management Act 2004 and the Specification for the Reinstatement of Openings in Highways 2020.
- To inspect sites to ensure compliance with permits and any issued conditions taking appropriate action, including the issue of fixed penalty notices as deemed necessary by the post holder where cases of noncompliance exist.

2. Role specific duties and accountabilities:

- To inspect works sites for compliance with the Safety at Street Works and Road Works Code of Practice 2014 and arrange for appropriate rectification of works to be undertaken where a defect is identified.
- To issue defect notices, clearly setting out required actions and to ensure that notices are complied with, including the arrangement and overseeing of remedial works.
- To undertake routine monitoring, maintenance, support and responsive activities across all disciplines, (including licences granted for highway works outside the remit of the permit scheme. This includes prioritising and arranging remedial actions as necessary e.g. addressing traffic management problems including issues with both

signals and closures under Temporary Traffic Regulation Orders, and assessing the condition and safety of the highway.

- To investigate and report on complaints received in respect of work being undertaken by others on the Highway / issues of defective apparatus, in particular investigate identified dangers and hazards, taking actions as appropriate and producing reports on findings/actions
- To assess applications for the implementation of temporary traffic management systems and approve or request amendments as necessary to ensure that any detrimental effect on the highway is minimised.
- To take appropriate safeguarding action as required when a danger to highway users exists due to defective Signing, Lighting and Guarding, and/or missing ironwork.
- To defend actions in a court of summary jurisdiction or as appropriate for all failed inspection sites. In respect of work in progress, and completed work within the statutory period of responsibility, to identify the responsible organisation.
- To inspect any works found not to have been licensed under the terms of statutory provisions with respect to highways and take appropriate actions as necessary.
- To maintain accurate records of highway inspections in electronic format on the Councils Permit Scheme management system and on portable hand held computer devices, including the recording of defects in a spatial manner using GIS.
- To prepare correspondence, reports, letters and legal evidence to effectively execute the functions of the service and where necessary represent and defend the Council in court and legal proceedings.
- To deal with customer and Council Member complaints and enquiries by telephone, in writing and email ensuring that at all times they are dealt with in an efficient manner in accordance with Council service standards.
- To attend meetings to deal with highway related matters, to provide information and advice and to obtain views of partners/stakeholders.
- To provide support to the Permit Scheme Manager and Traffic Manager at meetings with elected members, stakeholders and members of the public.
- To liaise with fellow officers, statutory authorities, all other bodies and members of the public.
- To liaise with partner organisations and other relevant parties to ensure effective working practices.
- To deal with a range of difficult customer enquiries, complaints and associated correspondence, including the provision of advice and carrying out investigations as necessary.
- To ensure all work is delivered in accordance with required quality and safety standards including safe systems of work, risk assessments, the identification of on-site hazards and their control measures (COM).
- To attend and represent the Council in co-ordination meetings and any other meetings or groups requested and required to facilitate coordination.
- To maintain an in depth, working knowledge of highway construction materials and construction methodologies.
- Undertake lone working as and when required
- Work outside in all weathers as and when required

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Permit Scheme Inspector		GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>			
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
Abilities/Skills: (refer to JE guidance document)			
Ability to understand and interpret relevant service specific legislation		A/I	3
Ability to input and extract data from bespoke computerised packages		A/I	2
Ability to organise and monitor financial expenditure against budget profiles.		A/I	2
Ability to manage comprehensive and accurate record systems and compile statistical data		A/I	3
Ability and working knowledge to use Microsoft Office suite of Programmes.		A/I	2
Ability to communicate effectively in writing, including letters, email correspondence, reports and legal evidence		A/I	3
Ability to communicate effectively orally with members and the general public, and represent the Council in court when defending third party liability claims.		A/I	3
Able to work within a strict legislative framework.		A/I	2
Ability to understand and put in to practice Equal Opportunities principles.		A/I	3
Ability to organise own workload		A/I	3
Ability to persuade others to adopt a course of action, which is not necessarily their preferred approach		A/I	3
Ability to use own initiative to respond independently to difficult problems and unexpected situations		A/I	3

Ability to work under pressure and meet deadlines whilst dealing with unexpected interruptions	A/I	2
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience in site supervision and management of highway works	A/I	3
Have a working knowledge of relevant legislation including Highways Act 1980, New Roads and Street Works Act 1991, Traffic Management Act 2004	A/I	3
Experience in the use of hand held computerised devices to record a range of highways related data including the recording of defects in a spatial manner using GIS.	A/I	2
Experience and working knowledge of the operation of permit or noticing systems for the control and regulation of roadworks	A/I	3
Knowledge of undertaking highways related statutory inspections	A/I	3
Experience of working within a relevant specialist discipline	A/I	3
Evidence of continuous professional development (where applicable)		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Educated to HNC level in Civil Engineering or an alternative discipline relevant to the service	A	
Possess or be willing to obtain NRSWA Supervisory Accreditation	A/I	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	S Hinton	Date: 02/02/21