



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

JOB TITLE:	Permit Scheme Coordinator		
GRADE: JOB CODE:	G7 EE130PERMG7 <small>JE checked 02/02/2021</small>	SERVICE AREA:	Planning, Engineering & Transportation
REPORTS TO:	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 be responsible for the coordination of all works on the highway network in accordance with the New Roads & Street Works Act 1991 (NRSWA), The Traffic Management Act 2004 (TMA) and the Council's Permit Scheme.
- To assess the impact of any works and impose appropriate permit conditions to minimise disruption to the traffic network and any foreseeable inconvenience which could be caused to road users.

2. Role specific duties and accountabilities:

- To electronically process all permits applications in order to coordinate Street Works throughout the Permit Authority's area.
- To be responsible for the detailed examination of all permit and PAA applications submitted for either immediate, minor, standard or major works and to request modifications alongside the attachment of permit conditions that must be adhered to, as determined by the post holder.
- 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 establish if there are any conflicts with other works being carried out on the road, or if the road is subject to any particular restrictions, such as a traffic sensitive designation.
- To aid and support the Permit Scheme Manager and Traffic Manager to manage and administrate the Permit Scheme System and associated systems, communicating

with any other adjoining authorities that may be affected, including the emergency services and organisations catering for disabled groups.

- To identify, recognise and record all works promoters for unreasonably prolonged occupation of the highway for past and potential Section 74 charges to be applied
- To ensure compliance with all relevant primary and secondary legislation alongside relevant Codes of Practice.
- To attend site meetings as and when required and use knowledge and judgement as to the appropriate permit conditions to apply.
- To issue defect and penalty notices clearly setting out required actions.
- To ensure that the permits are complied with and to attend and represent the Council at Magistrates Court when necessary.
- To investigate and report on complaints received in respect of issues associated with apparatus located in the highway. In particular, investigation of identified dangers and hazards, taking action as appropriate and acting accordingly on findings.
- In cases of non-compliance where a serious hazard exists to issue instructions to carry out remedial works, including measurement and certification of work done.
- In respect of works in progress and previously completed works on the network, to identify the maintenance liability within the period of statutory responsibility.
- To enforce regulations set out in the NRSWA and the TMA regulations e.g. covering the implementation of Section 74 charges and Fixed Penalty Notices - Undertaker and contractor notice offences.
- To act as a primary point of contact and deal with a wide range of customer enquires / complaints in relation to both works in progress, reinstatements and utility apparatus on the highway.
- To be the primary system administrator for the Permit Scheme IT systems.
- Liaise and support other departments / sections and Undertakers on the permit system in relation to Streetworks issues on a daily basis.
- To determine financial penalties for non-compliance with the requirements of NRSWA and to ensure appropriate invoices are raised.
- To attend and actively participate in co-ordination meetings and any other meetings or groups requested and required to facilitate coordination.
- To assist in the implementation of system upgrades including the introduction and implementation of new systems to deal with TMA requirements and the changing role of the group, most of which are legislatively driven and timely.

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 Coordinator	GRADE G7	
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: refer to corporate behaviours document		
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 and working knowledge of the operation of permit or noticing systems for the control and regulation of roadworks	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 site supervision and management of highway works	A/I	2
Knowledge of undertaking highways related statutory inspections	A/I	2
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 a minimum of GCSE grade C or equivalent in English Language and Mathematics	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