Highway Inspection Manager

Grade 10

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes**

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

**Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

**About the Service**

**Directorate Purpose**

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council’s Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

**Service Purpose**

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire’s Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

* Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
* Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
* Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
* Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
* Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
* Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
* Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

**Reporting Relationships**

**Responsible to: Highway Inspections Operations Manager**

**Responsible for: Highway Safety Inspectors, Assistant Highway Safety Inspectors**

Key Accountabilities:

1. Manage, support and mentor the team of Highway Inspectors ensuring that appropriate training and personal development is being undertaken in line with the People Strategy.

2. Analyse the results of inspections undertaken and interpret the forward programme of activity to determine and plan additional inspections to ensure the required service outcomes are achieved by effective management of the inspection team and proactive assessment of workloads.

3. To ensure that the quality of workmanship and materials used in highway construction and maintenance activities is in accordance with the requirements of contract documentation and ensure that defects and issues identified are being proactively managed through to completion utilising asset management principles.

4. To interpret technical advice including legislation and codes of practice to provide internal and external guidance and support on highway management, safety aspects of works activities, methods of work and reinstatement methods/practices to ensure the most expeditious completion of activities and the protection of the highway asset.

5. To receive, prioritise, investigate, and answer enquiries relating to the service area including effectively managing expectations where no action is required and, issuing instructions or recommending actions to resolve the issue where appropriate.

6. To assist with the use of enforcement techniques for unauthorized activities or work on the highway network, if necessary leading to the serving of notices and formally representing the County Council. Also represent the council and the service in respect of claims against the authority related to the key activities of the role including attendance at court.

7. To maintain records and prepare performance reports and statistics as necessary in connection with inspections, audit and any other related issues for use at internal and external meetings.

8. To audit, monitor and appraise the quality of inspections carried out by the highway inspection team ensuring consistency of approach across the County, both for highways works and third-party works on the network.

9. Maintain an awareness of the external environment, including participation as necessary on industry working groups to identify opportunities for improvement in asset inspection activity and contribute to the development and improvement of processes, procedures, quality management systems as appropriate.

10. Establish and maintain good relations with key stakeholders to ensure that work complies with legislation/codes of practice, analysing performance of works, establishing, and managing regular quality meetings including recommending actions for improvement.

11. To assist with the development, maintenance and audit of systems and procedures, quality management systems as appropriate.

12. To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post and the operational needs of the department.

13. Due to the nature of the work, emergencies, delays, breakdowns, or a backlog of work can arise. The post holder may be required to meet these demands and perform any extra duties or attendance as may be necessary in normal circumstances or as described in the emergency plan.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident****Scheme \*** | **Criteria** | **Measured by** |
| employer_smallemployer_small | **Qualifications/Professional membership**A level or equivalent qualification / experienceHold or be willing to train to acquire required accreditation – Highway Safety Inspectors Training (IHE approved syllabus)NRSWA Supervisors Card LANTRA 12D (M7), and relevant management qualification  | AA/I |
| employer_smallemployer_smallemployer_smallemployer_small | **Knowledge and Experience**Previous highway and / or network management / inspection experienceWorking knowledge of Microsoft O365 to include Outlook, Word, Excel, Powerpoint, Teams, SharePoint and safety inspection systems such as CONFIRM.Ability to interrogate and monitor performance by building and maintaining relevant reports in Excel Experienced in understanding and applying appropriate industry knowledge with reference to legislation such as Highways Act, Traffic Signs Manual, New Roads and Street Works Act 1991 and Safety at Street Works and Road Works Code of Practice to deal effectively with situations with the Highway Inspection Team.  | A/IA/I IA/I |
| employer_smallemployer_smallemployer_smallemployer_smallemployer_smallemployer_small | **Skills**Ability to manage and empower a teamAttention to detail & effective organisation skills Ability to manage and prioritise workloadEffective interpersonal skills, including influencing and persuading, and able to interact effectively with a variety of peopleDemonstrable problem-solving skills Effective written and verbal communication skillsAnalytical with the ability to make recommendations and drive improvementsFull clean UK driving licenceThis post is designated as a casual car user  | A/IA/IA/IA/IA/IA/IA/IA |

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300

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