

Job Title: Technical Support Officer Road Adoptions

Grade: 5

Our Vision

We have a clear vision for Staffordshire - 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 county 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: Road Adoption and Land Charges Manager

Responsible for: Such staff (internal, external or seconded) as may be placed under the postholder's control from time to time

Key Accountabilities:

1. Deal with the financial and administrative processes associated with new development and its impact upon the public highway.
2. Administer the Advanced Payments Code with particular reference to the processing and monitoring the progress of S38 Agreements from inception to adoption.
3. Process planning applications in accordance with the County Council's obligations with District Councils.
4. Record the receipt of planning applications through the administrative systems and distribute to staff as appropriate.
5. Record the receipt of Major and Minor Works packs through the administrative systems for commissioning to our I+ service provider.
6. Liaise with officers responsible for Section 7 Applications (Staffordshire Act 1983) to ensure that the S38 Agreement secures Road Safety Audits and Commuted Maintenance Sums where appropriate.
7. Assist with the management, monitoring and securing of Section Agreement obligations and liaise with Legal Services, Local Planning Authorities, and Finance Services. Ensure timely payment by developers.
8. Maintain an up to date knowledge of private street works legislation and regional practices relating to processes and technical requirements to help in the development of methods of working that deliver quality services.

9. Issue Exemption Notices under S219 (Highways Act 1980) and liaise with the officer(s) responsible for Section 7 and Section 106 as appropriate.
10. Provide clerical and related technical support to professional and technical staff.
11. Operate County Council and business unit policies, regulations and procedures in relation to the work of the postholder.
12. Comply with the requirements of the Health and Safety Manual, CDM Regulations, Environmental Legislation and Statutory obligations.
13. Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.
14. Be responsible for delivering the county council's Equality for All policy relevant to the post holder's area of work.
15. Be committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required.

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

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> • ONC in public administration or equivalent. 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Experience in the use of computer based databases and geographic information systems (GIS). • Experience of financial systems. • An awareness of private streetworks legislation and technical requirements. • Experience in working with external bodies e.g. Developers, District Councils. • Experience in dealing with legal Agreements. • Good communication skills. • Ability to work independently and demonstrate initiative. 	A/I
	Skills <ul style="list-style-type: none"> • Good communications skills. • Representational, persuasive, negotiating. • People and customer management. 	A/I

	<ul style="list-style-type: none"> • Confidence, energy, commitment to excellence and quality, analytical with bias for action. • Sensitivity and empathy. • Breadth of knowledge. • Self understanding and commitment to personal and employee development. 	
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This post is designated as a casual car user



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.

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