

# Traffic & Network Inspector

## Grade 8

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **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, 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**

The Traffic & Network Management Unit are responsible for the coordination and protection of the County's public highways network, this is a Statutory function that all Highway Authorities are required to undertake.

Duties include coordination of major project work, assessing applications for road works and streetworks taking place on the public highway from internal teams, private contractors and Utility companies, assessing applications for skips, scaffolds, and connections into existing utility assets. Other functions that

help support the Network Management duty include managing and overseeing the on-street parking enforcement arrangement with Stoke City Council, regulatory services, such as delivering permanent and temporary Traffic Regulation Orders on behalf of third-party developers and internal teams and managing the administration of the Stafford town centre Staff Parking scheme.

All of the above ensures that we help protect the public highway asset and minimise and mitigate against delays on the highway network to allow traffic to flow as much as possible.

### **Reporting Relationships**

**Responsible to:** Traffic & Network Inspections Manager

**Responsible for:** None

### **Key Accountabilities:**

1. Inspect, monitor and maintain records of activities within or affecting the highway to ensure compliance with legal, technical and other regulations placed upon the Council as a Highway Authority, to ensure safety at road and street works and that the condition of the highway asset is protected.
2. To assist with the governance of delivery contracts by carrying out a programme of inspections designed to ensure activities delivered through the highway authorities maintenance contracts meet the required technical standards/specification.
3. Minimise disruption to the highway network through day-to-day monitoring and inspection of activity, including other Traffic Management Act (TMA) functions on the network to ensure the statutory duties of the Council as a Traffic Authority are fulfilled.
4. To organise individual inspection workload within a geographical area to ensure that the required inspections and site visits are efficiently carried out and completed.

5. Carry out site visits and inspections with applicants and approve licences and permissible activities relating to skips/scaffolds/MEWPs and vehicular access crossings.
6. Undertake site inspection for applications relating to temporary traffic signals, temporary traffic regulation orders, Section 50 licences, events on or affecting the highway etc. and any permissible activity as required.
7. Investigate, report and act on any offences committed in contravention of the Permit Scheme, the Highways Act or other legislation including collecting and recording evidence for Fixed Penalty Notices (FPN) and Section 74 (S.74) overrun charges.
8. Provide technical advice and support to internal and external colleagues and organisations on road and street works activities, specifications and codes of practice e.g. Safety at Street Works and Road Works assisting with the appraisal of quality plans for works.
9. Issue defects and other non-compliances and follow them up including those that are disputed to ensure they are appropriately corrected including organising and arranging meetings with third parties and recording evidence/information to enable recovery of defect fees and charges. To include but not restricted to defective apparatus, coring, and reinstatement failures both of high and low risk nature and the appropriate safeguarding actions that result from these.
10. Attendance and input into industry (HAUC, JAG etc.) & authority meetings to include performance meetings in support of the Traffic & Network Coordination Managers and Traffic & Network Inspections Managers as required to help drive compliance and improvement.
11. 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/carrying out actions to resolve the issue where appropriate.
12. 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.
13. Establish and maintain appropriate links with key organisations that operate in a geographical area to be able to efficiently resolve issues on the network

when they arise and liaise with other inspectors and the Traffic & Network Management Team to focus resources on areas where disruption is more likely.

14. 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 as a whole.

It may be necessary on occasion for the post holder to work outside normal office or contractual hours to meet the demands of the service provided.

### **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  |
|--|--|--|
| <br>   | <p><b>Qualifications/Professional membership</b></p> <p>GCSE or equivalent</p> <p>Hold or be willing to train to acquire required accreditation – NRSWA Supervisors Card and LANTRA 12D (M7) as a minimum</p>  | <p>A</p> <p>A, I</p>   |
| <br><br> | <p><b>Knowledge and Experience</b></p> <p>Previous traffic and / or network management / inspection experience</p> <p>Working knowledge of Microsoft O365 to include Outlook, Word, Excel, PowerPoint, Teams and SharePoint and use of tablet and applications</p> <p>An awareness of appropriate industry knowledge with reference to legislation such as Traffic Management Act 2004, Traffic Regulation Act 1984, 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 Traffic and Network Team</p> <p>Ability to work within relevant policies and procedures relating to on street parking enforcement and local agreements with AMEY operational control room</p> <p>An awareness of the New Roads &amp; Streetworks Act (NRSWA), Safety at Street Works and Road Works required and Specification of the Reinstatement of Openings in Highways</p> | <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |

|  | <b>Skills</b>  |      |
|--|--|------|
|  | Attention to detail & effective organisation skills  | A, I |
|  | Ability to manage and prioritise workload  | A, I |
|  | Effective interpersonal skills and able to interact effectively with a variety of people     | A, I |
|  | Effective verbal and written communication skills  | A, I |
|  | Ability to influence and persuade  | A, I |
|  | Analytical with the ability to interrogate data and make recommendations<br>Numerical skills | A,I  |
|  | Full clean UK driving licence  |      |
|  | 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.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**