

Highway Inspector Grade 8

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 Inspection Manager

Responsible for: None

Key Accountabilities:

1. Undertake driven, walked or cycled highway safety inspections in line with Staffordshire County Councils Highway Safety Inspection Code of Practice and all associated procedures and policies.
2. 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.
3. 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.
4. To organise individual inspection workload within a geographical area to ensure that the required inspections and visits are efficiently carried out and completed.
5. Provide technical advice and support to internal and external colleagues and organisations on road and street works activities, specifications, and codes of practice.
6. 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 charges.
7. To receive, prioritise, investigate, and answer enquiries and requests for service relating to the service area giving accurate information including effectively managing expectations where no action is required and, issuing instructions or recommending actions to resolve the issue where appropriate.
8. 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.
9. Establish and maintain appropriate links with key stakeholders to be able to efficiently resolve issues when they arise and liaise with other inspectors and the Senior Highway Inspectors.

10. 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.

11. 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

| Minimum Criteria for Disability Confident Scheme * | Criteria | Measured by |
|--|--|---------------------------|
|   | Qualifications/Professional membership GCSE or equivalent Hold or be willing to train to acquire required accreditation – Highway Safety Inspectors Training (IHE approved syllabus) NRSWA Supervisors Card, and LANTRA 12D (M7) as a minimum | A A/I |
| | Knowledge and Experience  Previous experience of highway maintenance and undertaking safety inspections  Working knowledge of Microsoft O365 to include Outlook, Word, Excel, Powerpoint, Teams, SharePoint and safety inspection systems such as CONFIRM.  An awareness of appropriate industry knowledge with reference to Specification for Highway Works and legislation such as the Highways Act, Traffic Signs Manual, New Roads and Street Works Act 1991 and Safety at Street Works and Road Works Code of Practice. | A/I A/I A/I |
|    | Skills Attention to detail & effective organisation skills Ability to manage and prioritise workload Effective interpersonal skills and able to interact effectively with a variety of people | A/I A/I 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 | A/I |
| | Numerical skills | |
| | Full clean UK driving license | |
|  | 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
Talent & Resourcing Team 01785 278300

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| Version | 1 | JE Agreed July 2023 |
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