

# Job Profile

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Streetworks Compliance Officer

Grade: H

Date created: March 2018

## About the Job:

- To help control income from utility companies and ensure compliance with current regulations and legislation
- To control Streetworks in accordance with all current legislation including the New Roads and Streetworks Act 1991 and the Traffic Management Act 2004.

## This is what we need you to do...

- The Streetworks Compliance Officer will assist the Traffic Manager to ensure compliance with the Network Management Duty
- This will require the post holder:-
  - a) To assist with the management of the Street Works and Traffic Management Service
  - b) To assist with quality control and enforcement (i.e. prosecutions, improvement notices, etc) and to maximise income, as appropriate, and to protect the apparatus in the highway and the structural integrity of the public highway
  - c) To assist with the receiving, monitoring, and challenging of all statutory notices received from public utilities – to include responding to notices, serving defect/default notices and leading on Section 74 monitoring and charging.
  - d) To ensure that public enquiries and reports are dealt with efficiently and effectively.
  - e) To report regularly to line managers on progress of inspections, defects, and other streetworks activities.
  - f) To monitor any activities within the public highway for compliance with current streetworks legislation and County policy.
  - g) To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

## QUALIFICATION/EXPERIENCE

A good level of general education is required.

## SUPERVISORY RESPONSIBILITY

4. Some supervisory responsibility of the external contractors will be required.

January 2015

## **PRINCIPAL CONTACTS**

6 External

Utility Companies

Term Traffic signal maintenance contractor

Term Maintenance Contractor

The Public

Gloucestershire Constabulary

Borough, District, Parish and Town Councils

## **Special Conditions**

- Occasional "out of hours" (evening and weekend) duties may be required in the normal course of duties.
- The post holder may be based at any office in the county, as directed.
- The post holder will be required to travel throughout the county, as required, and must hold a full, valid driving licence and relevant insurance, and have the use of a suitable vehicle

## **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

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## **The ideal candidate will have...**

### **Experience**

- Experience of working in a political environment.
- Managing Street Works and utility performance

### **Knowledge, Skills and Understanding**

- Experience of the Traffic management Act 2004 and New Roads And Streetworks Act would be beneficial.
- Computer literacy including the use of Microsoft office packages.
- Understanding the Health & Safety regulations in association with Highway works.  
Experience of the Safety at Streetworks and Roadworks – A code of practice.

### **Behavioural attributes**

- Enthusiastic and self motivated.
- Good communication and inter-personal skills.
- Ability to work effectively on own or as part of a team.
- Ability to work flexibly, efficiently and effectively, reducing costs and eliminating waste.
- Resilient and deals positively with change.
- Takes responsibility for own work area and development and works in the best interests of GCC, and the community.

### **Education & Qualifications**

#### **Essential**

- Good level of numeracy and literacy.
- Full and valid driving licence.

#### **Desirable**

- NRSWA Accreditation