Post Specification

Post Specification - Key Information

- **Post Title: Streetworks Permit Officer**
- **Date: April 2025**
- **Post Group Number: 7091**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT9**
- **Final Grade: Grade 9**

To be read in conjunction with the job family role profile.

Service Area Description

The Streetworks team manages all aspects of work undertaken on the W&F highway network. This includes assessing and coordinating all utility work activities from start to completion in accordance with the New Roads and Street Works Act 1991 and its relevant codes of practice, the Traffic Management Act 2004, the Highways Act 1980. Streetworks also cover all aspects of W&F council permit scheme and the relevant W&F council Service Procedures.

Purpose of this Post

- To support the streetworks permit lead officer, streetworks compliance team and streetworks manager to coordinate all aspects of compliance, budgeting, costing, delivery, and performance management activities and reporting associated to the relevant activities and projects taking place across the highways and transportation service, in accordance with the New Roads and Street Works Act 1991 and its relevant codes of practice, the Traffic Management Act 2004, the Highways Act 1980, W&F permit scheme and the relevant W&F service procedures.
- Responsible for the coordination and monitoring of street and road works in accordance with the NRSWA and its relevant code of practice, TMA 2004 and the Highways Act 1980, W&F service procedures and W&F permit scheme with the aim to minimise disruption and delays to highways users as well as issuing permits to contractors and coordinating project across the county.
- Analysing and agreeing permit modification requests.
- Imposing variations on permits and adding works comments.
- Issuing permit to private contractors and coordinating the works across the network.
- To raise and issue permits and licences on W&F systems and Street Manager.
- To assist in the issuing of the TTRO's and ensure these are issued and coordinated in line with W&F service procedures.
- To support other sections within W&F council in providing a safer professionally managed highway.
- Maintain all records and files relating to private permits.

Key Job Specific Accountabilities

- To conduct all reporting activities relating to all works on the highway in respect of the council's responsibilities and obligations under the New Roads and Street Works Act 1991 and the Highways Act 1980 via the relevant systems.
- To issue and process permit requests in line with W&F permit procedure in a timely manner set out in the procedure.
- To provide technical advice and guidance to colleagues and external parties across the relevant local area in respect of specifications and standards for permit related works.

- Contribute to the coordination of works and other relevant activities undertaken by the council on the highway network with those of external parties to accord with the obligations of the Traffic Management Act 2004.
- Daily contact and involvement with public and private sector organisations, members of the public and other council departments.
- Provide technical advice and project advice to colleagues across the highways and transportation service and to external stakeholders in respect of the activities undertaken.
- Taking responsibility for personal safety and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the council and the public.
- To relocate to and work within other functional teams as required to deal with work demands across the highways and transportation service.
- Checking of road closures including the permitting, preparation, issuing and implementation of closures in line with W&F service procedures.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: Contribute to the planning and reporting of income and expenditure within the service area to the Streetworks lead permit officer and the Streetworks Manager.
- **Staff Management Responsibilities:** None
- **Other:** Management of information relating to area of service. Responsible for ensuring all individual area targets are achieved.

Essential Criteria

- **Qualifications:**
- Relevant technical, vocational qualification or equivalent GCE O level / GCSE grade C or above in English and Maths IT qualification.
- **Knowledge:**
- Local government, understanding of appropriate health and safety procedures and legislation relating to working alone on the highway. A clear understanding of the operations of the highways and transportation service. Streetworks appreciation or knowledge.
- **Experience:**
- Working in a team environment in a highway related service, working on activities which fall under the New Road and Street Works Act 1991 and its relevant Codes of Practice, the Traffic Management Act 2004, the Highways Act 1980, W&F service procedures and W&F permit scheme. Understanding of political processes in a council setting.
- **Expertise:**
- Computer literate, including MS office (excel, word). Ability to liaise and communicate effectively with people and bodies internal and external to the council. Maintains an up-to-date knowledge of the relevant industry. Ability to influence and negotiate. Ability to manage own workload and prioritise work effectively to achieve goals and targets.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Normal
- **Working Conditions:** Office / home
- **Other Factors:** Quarterly meetings with wider team