

London Borough of Lambeth JOB DESCRIPTION

Job Title: StreetWorks Inspector
Department: Neighbourhoods & Growth
Division: Neighbourhoods
Grade: SO2
Responsible to: Assistant Senior Area Engineer
Responsible For: None

Main purpose of post

To assist in ensuring that the Council's duties under the Highways Act 1980, New Roads and Street Works Act 1991, Traffic Management Act 2004 & The London Permit Scheme are discharged properly, efficiently and effectively in order to reduce disruption to the public highway to enable the Council to fulfil its network management duty.

Inspect highways throughout the borough, reporting on defective assets, apparatus and reinstatements and monitor sites throughout the guarantee period. Use Borough Knowledge on activities and events in order to help reduce unnecessary disruption to the network and attend site in case of emergencies

Key Unit Accountabilities

- Arrange the timely and effective repair of defects and ensure the works carried out by utilities are in accordance with legislative requirements, national specification and Council directions, following the arbitration process in line with legislation where a resolution is not found.
- Liaise with internal and external stakeholders on the public highway. Attend Joint Site Meetings with Promoters/Undertakers to discuss, method of work or remedial action to defective reinstatements in compliance to S.R.O.H. Actively identify any defective apparatus or assets while conducting daily inspections and report to the relevant Promoter/Undertaker for remedial action. Report consequential damage and un-attributable works to the utility company responsible and ensure a prompt and negotiated resolution.
- Become fully familiar with and utilise the councils Register of Works System (Symology) using PDAs and PC's.
- Upload daily inspections and route plan site visits to a time effective manner in order to meet team targets. Download inspection results and report all FPN relevant information to the appropriate Co-ordinator for the area.
- Review inspection history, permit conditions, plotted map locations and comments. Be competent in the duties of the post by providing accurate information under the governing acts.
- Perform regular and ad hoc condition surveys of the highway, sending orders for repairs to the highway's contractor, taking guidance from highways engineers when necessary
- Ensure the Council's Insurance section are given all the necessary information to defend all claims against the Council. This will include timely completion of the Council's Insurance documentation in conjunction with the Council's policy and procedures. To attend court as a witness if required.
- Take full responsibility for the development and implementation of your own Personal Development Plan and with your own continued development in those areas relevant to your role within the Service. To maintain and/or improve your existing knowledge of related legislation, practices and policies at every appropriate opportunity.
- Manage personal email accounts, reading and responding to queries promptly and in professional manner.

- Investigate and report findings in relation to citizen or Councillor enquires/complaints.
- Abide to the Governing acts by providing accurate and true Inspection results knowing that the information may be used in a legal capacity.
- Undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service consistent with the requirement of the job. Provide cover to other areas in the absence of staff to ensure that an adequate service is provided.
- Work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
- Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
- Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations

PERSON SPECIFICATION
Streetworks Inspector (SO2)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	Q1	Must hold a valid certification of SWQR Supervisors Ticket	A✓
Key Knowledge	K1	Detailed knowledge of relevant legislation and its practical implementation; Highways Act 1980, NRSWA 1991, LoPS, TMA 2004	
	K2	An understanding of the role of utilities, and the related needs of different categories of highway user.	A✓
Relevant Experience	E1	One years' relevant traffic experience in either public or private sector using EToN notice processing systems	
	E2	Demonstrable understanding of software packages (preferably experience of Insight Symology)	A✓
	E3	Versatile IT skills with a good knowledge of MS Office and IT databases	
Key Behaviours		<p>Focuses on People</p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p> <ul style="list-style-type: none"> • Ensure that service standards are set to benefit citizens not the suppliers <p>Ensure that the staff receive the training and support to achieve service standards</p>	
		<p>Takes Ownership</p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> • Constantly thinks "how could we do this better" 	

		<ul style="list-style-type: none"> • Takes action to capitalise on opportunities <p>Takes calculated risks to deliver better outcomes</p>	
		<p>Works Collaboratively</p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> • Seek the advice of the potential supply chain and those who will use the contracts prior to writing those contracts • works across teams or groups to raise or solve issues <p>Encourages others to contribute to collaborative working</p>	
		<p>Communicates Effectively</p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> • Promote good contract management practice throughout the Service • Encourage users of the Council's contracts to feedback on what works and what does not work so well <p>Take time for regular catchups, team meetings and one-to-ones to give and receive information</p>	
		<p>Focuses on Results</p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> • Be ambitious; take calculated risks if the reward is worth it • Put in place end-to-end processes that, if followed, maximise the chance of successful outcomes 	