

Job Description

Job Title		Network Permit Officer			
Department		Civic Pride		Function	Highways & Transportation
Team	Network Management & Street Works Co-ordination	Post number	EG0228	Grade	LBR8
Reports to		Principal Engineer	Post to be re-evaluated		Yes/No
Responsible for (include people and resources)		None			
Purpose of Job					
To be part of a group of technical staff to ensure the timely dissemination of information regarding noticing/permit applications to all members of the team to ensure delivery of the Traffic Management Act 2004 and the New Roads and Street Works Act 1991. To undertake data management duties in support of the LB Redbridge Permit scheme, FPN scheme, road and street works register and for the management of utility licenses, Highway Authority’s works and other street works.					
Major duties and responsibilities					
Fulfil a supporting role on technical issues relating to Network Management duty, London Permit Scheme (LoPS) and New Roads and Street Works. Maintain up to date knowledge of all relevant professional, trade and Council legislation that may affect your career development.					
To undertake the inspection, recording and reporting of Road and Street Works licenses and surface apparatus defects in accordance with Street Works legislation and associated regulations and codes of practice and other relevant highway legislation.					
Contribute to the Group Manager’s team.					
Produce within an agreed programme as required and at the appropriate time, all documentation necessary for the efficient administration of all allocated projects within the scope of a Technician’s responsibility ensuring all relevant research has been undertaken and evaluated. Provide information on all projects at the appropriate period to enable reports to be made to managers, Committees and Members.					
Ensure project design and implementation complies with all aspect of Construction (Design and Management) Act, including risk assessments and asbestos identification.					
Assist in the management of projects including developing and maintaining projects timetables.					
To ensure that personally allocated project tasks are developed to time and within budget and technical parameters.					

Proactively assess incoming notice/permit applications and where necessary disseminate information to team members for further investigation/action.

Major duties and responsibilities

To carry out site visits to validate the accuracy of ETON data as supplied by the utility companies and in compliance with permit conditions.

To ensure relevant notices are issued and invoices are raised through the Finance Department for both Permits and Fixed Penalty Notice under the Traffic Management Act 2004.

Be a member of project groups whose work relates to your individual profession/discipline.

Make suggestions to the Group Manager on methods and procedures to improve service delivery and quality of the work.

Ensure compliance with Standing Orders, contractual clauses and industrial standards.

Comply with health and safety within the workplace to ensure the safety of staff, clients and others.

Be aware of the environmental impact of schemes in compliance with the Council policy and support local Agenda 21 initiatives.

Operate all relevant IT systems required to efficiently produce documents, manage contracts and programmes. Maintain existing office data systems using standard software applications (e.g. Microsoft, Excel, Access, SBS).

Attend Committee and other Council meetings on technical matters in support of senior officers.

Participate in working parties.

Assist in writing complex reports including committee reports, to obtain authority for the development of projects and other relevant issues.

Communicate with clients, customers, residents, external contractors and Members of the Council as appropriate to level of responsibility and assist in presentations to customers and Members relating to projects you are involved in.

To take part in the Councils' employee communication system.

Suggest new initiatives relating to good practice in conjunction with the Service Manager.

To assist towards the Council's Investors in People.

Co-operate with the implementation of all existing and future personnel policies introduced by the Council.

Ensure the equalities procedures and philosophy of the Council is maintained and promoted within the work area.

Major duties and responsibilities

Promote staff harmony and co-operation. Positively support the changing culture within the Council, communicate and interact effectively with staff to reduce stress in the workplace. Maintain a professional approach to all clients, colleagues and the public utilising tact and diplomacy at all times.

Assist with implementation of project management techniques. Comply with performance management techniques, designed and introduced by the Group Manager.

Achieve agreed performance targets.

Assist with the production and monitoring of performance indicators.

To operate management information systems and assist in producing regular reports.

Input to the development of Policy on Highways, and Traffic Management.

Assist with project delivery, including site surveys, accident analysis, calculations, estimates, contract documents, specifications, drawings, risk assessment, budgetary control, supervision of works on site, measurement and settlement of final accounts.

To assist in the preparation and implementation of Capital and Revenue, Highway Traffic and Street Lighting programmes.

Assist in the development of new business opportunities and initiatives within the government guidelines.

Wear protective or corporate clothing where this is provided.

Any other duties appropriate to this area of work and consistent with the level of post, as may from time to time be required.

To provide cover for the work of other team members in their absence as required.

Additional Information

The Council operates a non-smoking policy.

Responsibility for resources

(This includes details of any plant, equipment, vehicles, property or cash for which the postholder is financially and identifiably acceptable.)

Person Specification

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<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = most important, 2= least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
English, Mathematics to GCSE A-C level or equivalent				A-I	3
Hold valid NRSWA accreditation/certificate				A-I	2
Skills/Competencies:					
Experience/Knowledge					
<ul style="list-style-type: none"> Have basic knowledge and experience of street works legislation codes of practice and statutory instruments. 				A-I	2
<ul style="list-style-type: none"> Have work experience and knowledge of highway materials 				A-I	3
<ul style="list-style-type: none"> Have work experience of the London Permit Scheme 				A-I	3
<ul style="list-style-type: none"> To initiate, supervise and monitor enforcement action under the relevant section of Traffic Management Act 2004 and LoPS (London Permit Scheme) and where any offence continues to take action in support of others to obviate danger and prosecute offenders. 				A-I	2
<ul style="list-style-type: none"> Ability to assist in the preparation of performance reports 				A-I	3
<ul style="list-style-type: none"> Ability to interpret performance reports 				A-I	3
<ul style="list-style-type: none"> Be able to demonstrate the ability to programme, control and monitor a large number of projects simultaneously from inception to completion. 				A-I	2
<ul style="list-style-type: none"> Have experience of being a member of a team dealing with policy issues. 				A-I	2
<ul style="list-style-type: none"> Have basic knowledge of contract procedures and conditions relevant to the construction professions. 				A-I	2
<ul style="list-style-type: none"> Demonstrate competence and technical knowledge to undertake the role of a Technician. 				A-I	2
<ul style="list-style-type: none"> Show basic understanding of the application of Standing Orders of a local authority. 				A-I	2
<ul style="list-style-type: none"> Aware of legislation relating to health and safety, especially within the construction industry. 				A-I	2
<ul style="list-style-type: none"> To extract notice and sample monitoring information from the Street Works Register for utility company street works. 				A-I	3

Self Awareness and Control		
• Manages time and prioritizes work in an effective and productive way.	A-I	2
• Maintains high ethical standards both personally and professionally; shows integrity and is reliable and trustworthy.	A-I	2
• Manages own stress, remaining objective and stable in stressful situations, and accepting criticism without becoming hostile or over-defensive.	A-I	2
• Usually demonstrate awareness of own personal strengths and weaknesses, understands the impact of these on others, and takes action to modify own behaviour accordingly.	A-I	2
Analysis and Judgment		
• Makes rational realistic and sound decisions based on consideration of all the facts and alternatives available.	A-I	2
• Draws sound conclusions from information available, makes use of logic and contributes to imaginative solutions.	A-I	2
• Seeks out relevant information for problem solving and decision-making, consulting with others as necessary on own initiative.	A-I	2
Interpersonal Skills		
• Demonstrate tact and diplomacy in dealing with sensitive issues relating to staff, members and the public.	A-I	2
• Be self-motivated and show the ability to motivate other staff without creating a stressful environment.	A-I	2
• Co-operates and works well with others in the pursuit of team goals, sharing information.	A-I	2
• Demonstrate the ability to communicate effectively and positively with the public and staff within the Council.	A-I	2
• Be able to access and communicate information through information technology.	A-I	2
• Have the willingness to liaise with outside organizations i.e. external Contractors, Public Utilities, and Police etc.	A-I	3
• Demonstrate financial management awareness in relation to project management.	A-I	2
Customer/Client Orientation		
• Is constantly mindful of equality and diversity issues in providing services and seeks to avoid unwitting discrimination.	A-I	2
• Seeks regular feedback from customers about services provided and uses this to recommend continuous improvements to services.	A-I	2
• Monitor cost of projects against allocated budgets, ensuring cost effectiveness of projects.	A-I	2
• Promotes and gives a positive image of both the Council and own service.	A-I	2
Other job requirements:		
• Relevant grade of membership of an appropriate professional Institute.	A-I	2
• Be willing to receive further training as part of personal development.	A-I	2

<ul style="list-style-type: none"> • Seek continuous improvement to methods of work and personal improvement. • Valid Driving License (Reasonable adjustment will be considered for disabled applicants). 				A-I	3
				A-I	3