Role Profile

Job Title:	**Senior Network Asset Inspector**
Location:	**Colindale**
Department:	**Highways**
Directorate:	**Environment**
Grade:	**J**
Type of Working:	**Hybrid**
Reports to:	**Street Works & Network Asset Manager**

1.Job Purpose:
As one of three Senior Network Asset Inspectors working collaboratively across the three Area Committee Boundaries within the London Borough of Barnet you will provide management and direction to the team of Network Asset Inspectors and Network Asset Administrators providing advice and guidance and defining the work of the team, ensuring they deliver a high quality customer centric, fit for purpose, right first time inspection, compliance and highways enforcement service.
You will be required to support enforcement action enabling the London Borough of Barnet to fulfil its statutory duty as Highways Authority for the purposes of the Highways Act 1980; ensuring that Highway users are not put at risk by the action of third parties. In the first instance deliver compliance through discussions and negotiations. Where a lack of willingness to comply with the Highways Act 1980 is demonstrated you will support enforcement action.
The role will require out of normal hours working to facilitate the successful delivery of an out of hours service.

2. Key accountabilities:

- To identify team or individual capacity and capability gaps, to ensure the team have a balanced workload with the skills and competencies to operate effectively to deliver current and future work.

- To support enforcement action including providing advice and guidance; issuing formal letters; serving Notices; carrying out of default action; recovery of costs for carrying out default works from the third party; support issuing of fixed penalty notices or prosecution.

- To deliver a multi-agency approach with the London Borough of Barnet Community Safety Team ensuring enforcement cases are investigated and assessed in partnership using established problem-solving techniques, securing interventions from the London Borough of Barnet to achieve positive case resolution.

- To undertake the coordination and production of witness statements, evidence file production, liaison with other enforcement agencies and attendance at court as required. Conduct interviews in line with Police and Criminal Evidence Act 1984 (PACE) codes of conduct where required to protect public rights.

- To actively seek out, analyse and act on feedback from customers and stakeholders to improve the efficiency and effectiveness of the Service against current and future customer service standards, ensuring responses are both timely and reflective of the quality expected by London Borough of Barnet

- To facilitate positive and collaborative ways of working across the service on inspection and enforcement activities as well as the whole of London Borough of Barnet.

- To ensure inspections are planned and delivered in line with agreed timescales, procedures and standards, ensuring full compliance with the systems and hardware provided.

- To ensure all inspection findings are recorded in the relevant systems, in line with the defined data capture guidelines, processes and standards, both current and future.

- To monitor contractor work completion, check progress and compliance with the contractor and produce accurate daily, weekly and monthly performance reports on scheduled and work completion including planned measures to resolve. Keep all relevant teams, Strategic Service Director and Senior Management Team apprised as to progress to resolution.

- To manage the development of inspection routes and plans; review the inspection reports and proactively manage high priority defects and repairs. Work collaboratively with the Operations Manager (Assets), Asset Manager and their teams to ensure works planned by the Network Asset Inspectors does not conflict with the service's Asset Management Programme.

- To be part of a team providing an effective and compliant out of hours service, including winter maintenance duty engineer functions for London Borough of Barnet.

- To input into performance reviews and audits to ensure scheme delivery and quality and performance assurance. Support the production of performance trend reports, identification of risk, root cause analysis to enable the development of remedial action plans.

- To personally provide, and ensure all Network Asset Inspectors provide, timely and accurate information and responses to customer and stakeholder queries, claims and correspondence reflective of the quality expected by London Borough of Barnet.

- To manage and monitor the performance of staff and contractors in respect of performance, contractual standards and health and safety compliance ensuring they fulfil their personal and contractual obligations at all times.

- To ensure compliance with all Health & Safety legislation and associated codes of practice, and Council policies.

- To carry out all duties with due regard to the London Borough of Barnet Customer Care, Equalities, Information Governance, Data Protection, GDPR, Financial Regulations and Health and Safety policies and procedures.

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes shall be incorporated into the job description documentation.

3. Financial Responsibilities:

- Maintain daily, weekly and monthly records to monitor and maintain the relevant budget
- Assess and review reactive works to ensure they meet the criteria for the budget allocated
- Review, manage and calculate deposits/bonds
- Review of invoices and payment allocations
- To support on the reporting of financial statistics, measures and performance to ensure monthly reporting is accurate and delivered in a timely manner.

4. Health and Safety Responsibilities (choose one option):

As a manager of the London Borough of Barnet, you are required to:

- Abid by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/actives where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team meetings
- Lead by example, monitor and enforce health and safety compliance of staff

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
12d Lantra NHSS	Desirable	Application/Interview
You must be qualified to diploma level, with a minimum of 2 years post qualification experience.	Desirable	Application/Interview
Experience & Knowledge		
Demonstrable Engineering, Transportation or equivalent experience in Network Inspection and Management.	Essential	Application
Knowledge of highways and transport policies and associated working knowledge of legislation.	Essential	Application
Experience of enforcement legislation applicable to the delivery of a Highway Service including Highways Act 1980, Police and Criminal Evidence Act 1984 and Crime and Disorder Act 1998	Essential	Application
Understanding of the health and safety legislation covering the construction industry, particularly, Highway Inspections, NRSWA and CDM Regulations 2015	Essential	Application
Experience in the inspection, assessment, and construction of highway assets.	Essential	Application
Proven track record of monitoring highway works.	Essential	Application
Experience of supervising contractors.	Essential	Application
The ability to set and work to personal deadlines and targets to meet the requirements of programmes of work, to meet clients' needs and to respond to targets set by others.	Essential	Interview
Demonstrable customer care skills.	Essential	Application

Good budgetary management skills.	Essential	Application
Good written and verbal communication skills.	Essential	Application
Confident in dealing with day-to-day performance issues as they arise.	Essential	Application
Good working knowledge of Microsoft Office Suite including Word and Excel.	Essential	Application
Full driving licence or the ability to travel around the borough on a daily basis	Essential	Interview
Experience of project management methodology e.g. Prince 2	Desirable	Interview
Experience of stakeholder diplomacy, negotiation and conflict resolution.	Essential	Interview
Skill & Ability		
Adaptability and flexibility	Essential	Interview
Takes initiative	Essential	Interview
Able to motivate	Essential	Interview
Able to mentor apprentices/graduates	Essential	Interview
Able to provide excellent professional/technical advice	Essential	Interview
Lead/be responsible for project performance	Essential	Interview
Drives own learning and development	Essential	Interview
Inspire learning and development in direct reports	Essential	Interview
Customer focussed	Essential	Interview
Ability to interact with clients both internal and external	Essential	Interview
Understand the importance of performance management and the use of utilisation tools/methods	Essential	Interview
Negotiation skills	Essential	Interview
Problem solving/analysis	Essential	Interview
Relevant IT skills	Essential	Interview
Good communication skills	Essential	Interview
Fee preparation and project forecasting	Essential	Interview
Project management skills	Essential	Interview

Industry knowledge is good	Essential	Interview
Commercial awareness	Essential	Interview
Strong awareness of SHE considerations	Essential	Interview
Awareness of budget and cost control	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential	Interview

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Interview