

Role Profile

Job Title:	Street Works Technical Officer
Location:	Colindale
Department:	Highways
Directorate:	Environment
Grade:	G
Type of Working:	Hybrid working
Reports to:	Street Works & Network Asset Manager

1. Job Purpose:

The Street Works Technical Officer will be part of our Traffic Management & Compliance service based in Barnet (Colindale). Reporting to the Street Works & Network Asset Manager, you will manage the process of reviewing licencing applications from works promoters and developers, the management of the TTRO process and procedures, reporting on performance and compliance metrics in line with relevant legislation, and providing technical guidance and advice where required for street works related matters.

2. Key accountabilities:

- Responsible for advising & approving works promoter's plans for activities involving high levels of disruption and or major works within the Borough.
- Draft temporary traffic orders/notices as appropriate in line with requirements of current legislation to accommodate utility street works, S278 agreements, filming and cranes.
- In the event of road closures or banned traffic movement responsible for assessing appropriate diversion routes for alternative use and advise emergency services.
- Act as point of contact for proposed works submitted to the authority by road authorities responsible for trunk roads and motorways effecting Barnet's road network. Advise and approve plans as necessary.
- Assess the needs and requirements of S278 agreement works within the borough in accordance with their construction management plans and the network management duty.
- Advise Network Management (Highways) team as and when required on major project's traffic management and closures.
- Arrange works orders for facilitating signs and lines associated with issued temporary orders.
- Advise and where necessary arrange temporary orders to accommodate filming requests on the highway.
- Support NRSWA/Permit team as and when necessary in all aspects of works in particular advising on significantly disruptive & major work's traffic management requests within the Borough.
- Lead on S50 & 171 works, arrange licence requirements and hold meetings with contractors in order to assess and approve works on the public highway.

- Prepare Traffic Management Act Notifications to Transport for London when required.
- To assist the Street Works & Network Asset Manager with analysing the performance statistics on all works promoters and produce periodic detailed reports which will identify the performance standards being achieved on all aspects of the promoters' works and, where required, to determine action plans and enable improvement notices to be issued.
- Investigate any issues resulting in failure to meet performance targets, report any findings, and propose and implement any necessary corrective actions.
- To assist the Senior Coordinators in the interrogation of the system on a daily, monthly and annual basis in order to identify all of the charges which can be imposed on each of the works Promoters including identifying the shadow charges applicable to the Authority's works.
- Ensure compliance with all Health & Safety legislation and associated codes of practice, and Council policies.
- Carry out all duties with due regard to Customer Care, Equalities, Information Governance, Data Protection, GDPR, Financial Regulations and Health and Safety policies and procedures.
- 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 of the income related to your service in order to accurately support the Street Works & Network Asset Manager to report on budget achievements.
- Support the team on the production of draft charges and invoices to works promoters and issue such on a monthly basis for agreement.
- Support the team on responding to any challenges from works promoters relating to the proposed charges and deal with these robustly in order to maximise the income from these activities.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

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 / Learning to Improve / Inclusive / Collaboration

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

Job Title:	Street Works Technical Officer
Location:	Colindale
Department:	Highways
Directorate:	Environment
Grade:	G
Type of Working:	Hybrid working
Reports to:	Street Works & Network Asset Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		

A good level of education to enable effective verbal and written communications and undertaking of work of a detailed and complex nature	Essential	Application/Interview
GCSE maths and English pass	Essential	Application
A level, NVQ or equivalent pass	Essential	Application
Membership of an appropriate professional body or evidence of working towards this	Essential	Application/Interview
National Highways Sector Scheme 12D M7 – Temporary Traffic Management training	Desirable	Application/Interview
Experience & Knowledge		
Good experience in Street Works Legislation and Enforcement	Essential	Application/Interview
Good experience in Street Works Management including NRSWA legislation compliance	Essential	Application/Interview
Good experience with the Highways Act 1980 and enforcement of its practices	Essential	Application/Interview
Experience in programme and project management	Essential	Application/Interview
Good experience in customer and stakeholder relationship management	Essential	Application/Interview
Good working knowledge of highways design principles and standard details	Essential	Application/Interview
Detailed understanding of the design process and interface with multiple disciplines	Desirable	Application/Interview
Experienced in the use of bespoke and standard forms of contract including NEC term maintenance	Desirable	Application/Interview
Skill & Ability		
Full driving licence or the ability to travel around the borough on a daily basis	Essential	Application/Interview
Good working knowledge of Microsoft Office Suite, Teams, SharePoint, Project and AutoCAD	Desirable	Application/Interview
Values & Behaviours (only include those that are relevant to the role, must have at least 1 behaviour per value)		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview

Caring for people, our places and the planet

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/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential/Desirable	Application/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/Desirable	Application/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/Desirable	Application/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/Desirable	Application/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/Desirable	Application/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 way of learning from and improving the way I work with others	Essential/Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/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/Desirable	Application/Interview