



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Permit Inspector**

**Vacancy ID: 010569**

Salary: £22,462 - £23,836 Annually

Closing Date: 27-10-19

## **Benefits & Grade**

Grade H

## **Contract Details**

2 posts, Permanent

## **Contract Hours**

37 hours per week

## **Job Description**

We are seeking to appoint an enthusiastic Officer to work within the Highway Network and Flood Risk Management Team to assist in delivering the authorities street-works permitting scheme.

This is an exciting opportunity to join a team whose objective is to ensure that all work activities carried in the public highway are undertaken in compliance with the New Roads and Street Works Act 1991 (NRSWA), the Traffic Management Act 2004 (TMA), the Traffic Signs and General Directions, the authorities Permit Scheme, any national guidance and Codes of Practice.

The post holder will carry out the inspection and monitoring of all works on site to ensure that they are being undertaken safely and in accordance with the current specification for materials and workmanship in line with current legislation, namely the NRSWA 1991 and the TMA 2004. In addition the post holder will also assist in analysing the permit applications to understand the impact on the highway network, imposing appropriate conditions and variations to ensure a co-ordinated approach and minimising traffic disruption.

To be successful in this role you will have experience within a relevant specialist highway discipline and experience of working with customers, clients and partners. It is essential that you are flexible and willing to learn in a fast evolving environment. You may occasionally be required to attend out of hour's site visits or meetings. Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.


If you would like an informal discussion about the post, please contact Steve Dodds, Principal Engineer Structures, on 01642 526766.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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|--|---|---|
|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL |   | <b>JOB DESCRIPTION</b>  |
| <b>Directorate:</b><br><br>Economic Growth and Development   |   | <b>Service Area:</b><br><br>Highway Network and Flood Risk Management   |
| <b>JOB TITLE:</b> Permit Inspector   |   |   |
| <b>GRADE:</b> H  |   |   |
| <b>REPORTING TO:</b> Principal Engineer  |   |   |
| <b>1.</b>  | <b>JOB SUMMARY:</b><br>To support the delivery of the Councils responsibilities and function of the Highway Network and Flood Risk Management Team by undertaking inspections to ensure that all work activities carried out in the public highway are undertaken in compliance with the New Roads and Street Works Act 1991 (NRSWA), the Traffic Management Act 2004 (TMA), the Traffic Signs Regulations and General Directions, the Authorities Permit Scheme and any national guidance and Codes of Practice. |   |
| <b>2.</b>  | <b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>   |   |
|  | 1   | To carry out the inspection and monitoring of all works on site to ensure that they are being undertaken safely and in accordance with the current specification for materials and workmanship in line with current legislation, namely the NRSWA 1991 and the TMA 2004.  |
|  | 2   | To assist in analysing the permit applications received and to understand the impact of an application on the network, imposing appropriate conditions and variations to ensure a co-ordinated approach and minimise traffic disruption and oversee and deal with conflict of applications and find appropriate solutions (such as project managing a collaborative working arrangement). |
|  | 3   | To inspect sites to ensure compliance with permits, any issued conditions, Safety at Street Works and Road Works Code of Practice 2014. Issue defect notices where appropriate, clearly setting out required actions and to ensure that notices are complied with, including the arrangement and overseeing of remedial works.  |
|  | 4   | To assist the Permit co-ordinator to Analyse and respond appropriately to traffic management applications making sure that they comply with the safety at street works regulations and guidance.  |
|  | 5   | To undertake routine monitoring, maintenance, support and responsive activities across all disciplines, (including licences granted for highway works outside the remit of the permit scheme, for example Section 50 licences). This includes prioritising and arranging remedial actions as necessary and assessing the condition and safety of the highway.                             |
|  | 6   | To assist in the investigation and report on complaints received in respect of work being undertaken by others on the highway, taking action as appropriate and producing reports on findings/actions.  |
|  | 7   | To ensure all work is delivered in accordance with required quality and safety standards including safe systems of work, risk assessments, the identification of on-site hazards and their control measures (CDM).  |
|  | 8   | To inspect any works found not to have been licensed under the terms of the   |

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|  |    | statutory provision with respect to highways and take appropriate action where necessary.   |
|  | 9  | To attend and actively participate in meetings both on site and office based with promoters as and when required to deal with highway related matters, determine conditions of work, provide information and advice, whilst obtaining views of partners and stakeholders. |
|  | 10 | Take action as appropriate when a danger to highway users exists due to defective signing, lighting and guiding and or missing ironwork.  |
|  | 11 | Deal with as appropriate a range of customer queries, complaints and associated correspondence, including the provision of advice and carrying out investigations as necessary.   |
|  | 12 | To maintain an in depth working knowledge of all appropriate policies and guidance including highway construction materials and construction methodologies and others as appropriate.   |
|  | 13 | Monitor the transmission of data through the Street works register to ensure all necessary transmissions are successful and assist in fixing in areas where necessary.  |

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



## PERSON SPECIFICATION

|                            |                                 |   |
|----------------------------|---------------------------------|---|
| Job Title/Grade            | Permit Inspector                |   |
| Directorate / Service Area | Economic Growth and Development | Highway Network and Flood Risk Management |
| Post Ref:                  | POS007502                       |   |

|                           | ESSENTIAL   | DESIRABLE  | MEANS OF ASSESSMENT     |
|---------------------------|---|--|-------------------------|
| Qualifications / Training | GCSE's or equivalent (grade A-C) including Maths and English.<br><br>Possess or willing to obtain NRSWA Supervisors Accreditation.  | Further education or evidence of professional development.   | Application / Interview |
| Experience                | Experience within a relevant specialist highway discipline.<br><br>Experience of working with customers, clients and partners.<br><br>Experience of using ICT systems.  | Experience of monitoring and managing project budgets.<br>Possess a knowledge of traffic management systems. | Application / Interview |
| Knowledge & Skills        | Knowledge of relevant legislation including Highways Act 1980, New Roads and Street Works Act (NRSWA) 1991, Traffic Management Act 2004 and Traffic Signs Regulations and General Directions.<br><br>Basic knowledge of highway maintenance techniques and procedures.<br><br>The ability to organise own workload and decide priorities. |  | Application / Interview |

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|  | <p>To be able to use own initiative to respond independently to difficult problems and unexpected situations.</p> <p>The ability to work to tight timescales including meeting deadlines and dealing with interruptions.</p> <p>The ability to cope in situations where there is an emotional demand arising from the work being undertaken.</p> <p>The ability to communicate in person and/or writing, complicated or sensitive information with varied audiences.</p> <p>Ability to interpret and analyse data and present it in a suitable format.</p> <p>Experience of dealing with high volumes of telephone calls and/or personal queries from stakeholders on behalf of a large organisation.</p> <p>The ability to work in situations where there is an emotional demand arising from work being undertaken.</p> <p>Ability to work on own or as part of a team.</p> |  |                         |
| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement.  |  | Application / Interview |

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| Other requirements | Full driving licence and access to a vehicle.<br><br>Prepared to work flexible hours including weekends as required. |  |  |
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Person Specification dated 2018

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.



**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.