**Job Description**

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| **Job title** | Highway Officer |
| **Grade** | Grade 5 |
| **Service/Team** | Infrastructure, Planning and Transportation/ Highway Asset and Network Management |
| **Main purpose of job** | 1. To ensure the Council’s statutory function to maintain the highway assets in a safe and serviceable condition is discharged. 2. To ensure the Council’s duties are fulfilled, as Highway and Traffic Authority, to regulate works on the highway network and maintain its efficient operation. This will include inspection and enforcement duties under requirements of the Traffic Management Act / Traffic Management Permit Scheme Regulations / New Roads and Street Works Act., including regulatory timescale and defect management. 3. To undertake efficient, effective highway asset inspections, discharging the Council’s responsibilities under The Highways Act (and other acts and codes of practice) including enforcement of contraventions. |
| **Key responsibilities** | 1. To carry out the role of Highways Officer, undertaking inspections of the highway asset and works thereon, ensuring co-operation and liaison with colleagues and the public are in line with the council’s agreed values and behaviours. 2. To assist in the investigation of complaints/reports and queries as required by the Engineer, Group Engineer of either the highway asset section or network management section 3. Provide advice to both internal and external customers on matters relating to inspection of the Highway Network. 4. To contribute to a successful Network Management Service that promotes the most efficient and effective operation of the highway 5. To carry out work outside of normal working hours; such as weekends/evenings etc. as may be required. 6. Undertake any other duties consistent with the nature of the grade of the post, including assignment to particular aspects of the role, as required by the Group Engineer or Manager. |
| **Key tasks** | 1. To assist in maintaining and developing meaningful communications and working relationships with other Services, Directorates, Councils, External Agencies and National Bodies 2. To assist in ensuring the functions undertaken by the team are effectively delivered, embracing the development and use of technology. 3. To undertake minor repairs to highway assets such as pointing / lining / affixing signs and repairing small potholes. 4. Preparing statements for Court and representing the Council at meetings and in Court. 5. Assist in delivering Service Plan objectives. 6. To assist in ensuring that all works in the highway comply with relevant legislation. 7. To identify and manage risks associated with the function to safeguard the position of the Service, Directorate and Council. 8. Provide assistance with the issuing of permits for works in or on the highway and to ensure that enforcement duties are carried out in accordance with the relevant legislation 9. Ensuring that the frequency and accuracy of highway asset inspections are maintained in accordance with Inspection policy guidance where relevant. 10. Demonstrate flexibility in the way highway asset and Permit inspections are delivered. |
| **Responsible for staff/equipment** | 1. To use mobile technology devices to collect, store, report and analyse data, associated with the collection of highway asset information and regulation of Highway Permits. |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |