

Role profile

Job Title:	Permit Inspector	Grade:	7 Spinal column point range: 23 - 25
Department:	Highways	Post no.:	P018050
Directorate:	Housing and Environment	Location:	Perceval House, Ealing, W5 2HL

Role reports to:	Network Management and Highway Maintenance Manager
Direct reports:	None
Indirect reports:	None

Job description

Purpose of role

- To ensure that enquiries and complaints from members of the public, elected members, officers throughout the Council and external agencies in relation to the Service are responded to within the required timescales.
- To assist in the regulation of all activities by utility companies and others opening or temporarily closing the highway with Ealing to ensure compliance with New Roads and Streetworks act 1991 (NRSWA), Traffic Management Act 2004 (TMA) and Highways Act 1980.
- To ensure robust control, management and inspection of works carried out by all organisations on the Highway Network are co-ordinated in accordance with the legislation to minimise disruption to users of that network including local residents and traders.
- To ensure compliance with legislation and the Councils codes of practice and to take action to remedy breaches effectively through serving of notices and raising of charges.
- Undertake other duties and responsibilities of a similar professional nature and at a similar level of responsibility to those described below, as may be allocated from time to time.
- To work largely unsupervised and as part of a team.

Key accountabilities

- To respond to enquiries from members of the public, Councillors, stakeholders and other departments of the Council and to take appropriate action, without prejudicing the Council's positions in litigation over accidents. To provide written response to these stakeholders, in the agreed format, where required.

- Assist the Network Manager/Senior Permitting Inspector to control the performance management process (including supporting administration) that covers all areas of accountability. Agree performance objectives and standards, and implement the review process in order to identify problems and performance shortfalls at an early stage.
- Assist in the co-ordination, collect and maintain records, management data, performance measures in order to prepare reports and to carry out accurate data entry into the various databases the Service holds.
- A good team player capable of building and sustaining relationships. Adaptable to change and development
- Ensure that the quota for sample inspections for category A, B and C is reached.
- Carry out inspection relating to skips, scaffolding, hoarding and other temporary structure as may be required and any non-conformances identified are followed up and the necessary charge applied and photographic evidence recorded. If necessary carry out site meetings where non-conformances are disputed.
- To assist in the administration of Section 50, 171, 184 and 81 licences and ensures they are correctly reported and placed on a database for monitoring purposes.
- From weekly schedule produced by EToN carry out site inspections where sites are still live due to no closing notice or where works have overrun duration times. Note any Section 74 overruns, take photographic evidence and where appropriate issue a Fixed Penalty Notices.
- Ensure defective reinstatements once identified are followed up and the necessary charge has been applied and photographic evidence available. If necessary carry out site meetings where defect are disputed.
- Attend meetings and liaise with the Police, public utilities, private developers and relevant officer regarding temporary and emergency roads works and to oversee the process in accordance with statutory requirements, temporary traffic orders required to ensure public safety, traffic movement and expedite execution of such works.
- To assist the Network Coordinator to ensure the Network Assurance Team is notified of any utility work that affects the SRN and TRLN. In the case that a notification is required gather all relevant information from LTCC, Buses, Police, TfL or any other interested stakeholder.
- Assist the Senior Permit inspector to exercise financial control of expenditure in respect of the areas of work for which the post holder is responsible and ensure the raising of invoices for fees and charges in a timely manner.
- For insurance claims investigations and any other disputes carry out a site visit as required and assist the team to produce historic details of works sites inspection in order to assist with the preparations of factual reports and evidence for defence in law against negligence in respect of the work being carried out on the highway.

- Attend site meetings to assist in Co-ordinate Street and road works both internally across the divisions and with the utilities, and other Highway authorities to minimise traffic disruption. In the course of the meeting discuss safe working methods, signing and guarding requirements and traffic management required. Advise of any local conditions that might affect the work.
- To provide as necessary supporting documentation to assist in the recovery of the Council's costs in respect of rechargeable works
- The postholder, having responsibility for a geographical area, will work as far as possible, to an established/programme rota for inspection to identify and action breaches of legislation and noncompliance with existing legislation.
- To assist in the co-ordination of the Network Management Team's activities with all other council departments, government agencies, and voluntary bodies in order to meet cross-boundary objectives.
- To attend appropriate briefings and performance reviews to ensure understanding of their responsibilities relating to the Network Management Section.
- To liaise with other officers of the Environment Directorate and other departments of the council as required and to take such actions as may be required in the event of an emergency on the highway.
- To attend meetings and to meet with colleagues/elected members and the public on site as required and as appropriate to the grade of the post and also to assist and participate in training and job development programmes within the department.
- To keep abreast of technical development to ensure compliance with statutory requirements and to be able to take forward innovation relating to the duties of the post.
- Required to support the team and other team members by assisting in the team work programme where overloads occur or where urgent work has to be completed to meet the council's requirements, for example where an officer is unavailable through absence.
- To be familiar with relevant aspects of the New Roads and Street Works Act 1991 and Traffic Management Act 2004 and accompanying Code of Practices and other legislation relevant to highways.
- In accordance with requirements of TMA deliver letters to any frontagers that may be affected by any proposed Highway Works or Section 58s placed on utility works.
- For Temp or permanent Traffic orders place public notices in appropriate location on the highway
- Advise appropriate Council Department of any contravention seen on the highway and take photographs.
- Assist in the preparation of reports and to present those reports at Committees and Sub Committees of the Council as required

- The post holder will be expected to work/be available as necessary outside of normal working hours.
- A current driving licence is desired for this post as the officer may be required to visit site from time to time.

Key relationships (internal and external)

- Colleagues within the Highways Team and throughout the Council
- External works promoters including utility companies, Temporary Structure Licence holders, Streetworks Licence holders, Event organisers etc.

Authority level

- **Not applicable**

Person specification

Essential knowledge, skills and abilities

1. Knowledge of legislation including New Roads and Street Works Act 1991, Highways Act 1980, Traffic Management Act 2004, Town and Country Planning Act 1990, Malicious Manslaughter and Corporate Homicide Act 2007, Disability Act 2005, London Local Authorities Act, The Traffic Regulation Act 1984 and relevant codes of practices
2. Good IT and computer skills able to communicate by email and use software packages for basic word processing and spreadsheet documents, report writing and good diary/record keeping.
3. Demonstrable effective use of the Confirm or similar EToN System to retrieve information, monitor and evaluate utility and highways performances
4. Good communication skills
5. Experience of working in a streetworks environment would be an advantage.
6. Demonstrate ability to assist in planning projects and ability to meet key deadline
7. The ability to gather evidence and compile a case for prosecution in the event the Council decides takes a utility to court.
8. Valid driving license is desirable and the applicant must be prepared to work outdoors in all weather.
9. Occasionally working out of office hours may be required

Essential qualification(s) and experience

1. Experience of working in a Highways or Streetworks environment
2. NRSWA Accredited (Supervisory) desirable

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards