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Slough Borough Council
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Network Officer

Job Description

Position Pay Level: 5
Position Pay SCP: 13 - 23
Salary: £31,153 - £36,700 **(Inclusive of Local Weighting Allowance of £1,130 per annum)**
DBS requirement: Basic

Reports to: Principal Network Officer

Financial Responsibilities: Responsible for providing robust evidence to support the invoicing process and in turn to support the budget management process. The Network Management Permits team is responsible for the collection of income from permit fees for applications and variations, fixed penalty notices (FPNs), and licences for a variety of network related purposes.

Main purpose of Job:

To provide inspection and coordination services to facilitate greater control of all works activities on the road network to minimise disruption, and to help in maintaining the expeditious movement of traffic on the network.

- To ensure compliance with network / StreetWorks legislation and codes of practice.
- To ensure that all applicable income is collected to maintain a 'cost neutral scheme.

Main Accountabilities:

- To assist in ensuring that the Council discharges its legal duties in relation to the requirements imposed by the TMA, NRSWA and SEPS in respect of management of the highway network.
- To complete inspections of statutory undertaker and highway authority works to ensure compliance with all conditions stipulated via the SEPS.
- To process temp traffic orders and all licence applications. Ensuring, coordination and compliance with the network, site and signage checks, working with other services for suspensions.
- To produce computer-generated reports to support invoices raised to Utilities and developers and chase any old debt.
- To identify and report failures of statutory undertaker apparatus or the highway assets to the relevant parties and to follow up until remedied.
- To procure remedial action from the term maintenance contractor, because of dangerous failures and to programme and complete follow-up inspections resulting from the issue of defect notices to works promoters.
- To assist in the collection of evidence as may be required to support legal action related to the work within the scope of this post.

- To assist in the coordination of works and activities on the highway network and liaise with the Statutory Undertakers, internal works promoters, the public, elected members, the Police, and all other relevant organisations concerning highway works and events, and to deal with any related correspondence.
- To produce and keep adequate records and to facilitate the compilation of statistics, reports or other relevant material as may be reasonably required.
- To respond efficiently and courteously to the needs of all service users, including contact in person, by telephone, and through all forms of correspondence, including the provision of advice.
- To be aware of the Safety and Welfare at Work requirements for yourself and any staff and/or member of the public affected by your work and to report to the Traffic Manager or his/her deputies any work-related activities that give significant risks to staff or public safety. To work in partnership with all members of the team in ensuring the successful operation of the service, and to cover for each other's duties as far as reasonably possible.
- To assist and support any with other administration work relating to the service.

Person Specification:

Network Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Some experience in Highway / Network engineering environment.	E	A/I
	Site visits / inspections, assessing and recording appropriate information.	E	A/I
	Independent, rapid and important decision-making on and off site commensurate with level of authority.	E	A/I
	Dealing face-to-face with the general public, councillors, utility company representatives and/or own works contractors/suppliers.	E	A/I
	Dealing with highway / network enquiries, highway litigation and insurance claims.	E	A/I
	Use of computer applications including Microsoft Office and role-related system applications (e.g. GIS).	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Skills and abilities	Effective time management - able to prioritise, plan and meet deadlines, with a flexible approach. Effective use and management of resources (equipment/ information/ budget) Positive contribution to the Network Management team and wider service area.	E	A/I
	Giving sound advice and showing good judgement in expertise.	E	A/I
	Resolving disputes, reaching positive outcomes and dealing confidently in area of expertise.	E	A/I
	Maintaining clear and concise records.	E	A/I
	The ability to converse at ease with customers and provide advice in accurate spoken English'	E	A/I
	Good communication, both written and oral, and excellent customer care skills.	E	A/I
Knowledge and understanding	Good understanding of equal opportunities and methods of applications within this job.	E	A/I
	Permit scheme legislation and operational procedures.	D	A/I
	Understanding of Highway law, NRSWA, TMA, CDM, Health and Safety, and Traffic Regulations.	E	A/I
	Identifying works or site failures and procedural errors and taking appropriate action.	E	A/I
	Reasonable knowledge of traffic management and site safety	E	A/I
	Technical knowledge of highway maintenance and construction techniques.	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Qualifications	A good general standard of education. 5 GCSEs including English language and Mathematics, OR equivalent qualification / demonstrable experience and on-the-job training in a working environment considered appropriate to the required level of knowledge and skills.	E	A/I
	BTech, HNC or equivalent	D	A/I
	NRSWA inspection certification	E	A/I
	Evidence of commitment to continuous professional and personal development.	E	A/I
	Qualification or formal training in leadership, management, or organisational development.	D	A
	Valid driving licence and own transport.	E	A/I