

Job Description

Job Title	Highways Section 50 Licence Officer
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	7
Competency Level	1
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9040

Job Purpose

The post holder will have primary responsibility for activities under Section 50 of the Highways Act 1980 to inspect, record and report highways assets. This is to ensure they are safe for public use and ensure appropriate actions are taken in respect of any defects identified, including agreeing activities to be undertaken with applicants and contractors, monitoring progress and checking the completed work.

Directly Responsible For:

Not applicable

Directly Responsible To:

Street Works Management Team Leader

Main Areas of Responsibility:

- To monitor and identify resources required to inspect non-utility activities; permits and licenses for temporary traffic signals, skips, scaffolds, hoardings, materials placed on the highway, Section 50 works – private apparatus (local authority works), Section 115E licenses – café culture, 'A' Boards, sewer connection, and vehicle crossings
- To ensure that all operations are carried out in accordance with the Highways Act 1980, NRSWA 1991, Health and Safety at Work Act 1974 and any other statutory regulations relating to safety and welfare
- To log and report defects on assets such as, for example, carriageway and footway surfaces, street furniture, carriageway markings and highway drainage
- Issue defects and other non-compliance notices and progress them to ensure they are appropriately corrected, including any that are disputed. Organise and arrange meetings with third parties, recording evidence / information to enable recovery of defect fees and charges. To include but not restricted to defective apparatus, coring, and reinstatement failures both of high and low risk nature and the appropriate safeguarding actions that result from these
- To regularly liaise with developers, the Planning Team, the Highways Development Control Team, Third Party Applicants, Utility companies, Contractors, Members of the Public, Councillors, Litigation Representatives, Adjacent District authorities and claimants as required
- To ensure that all works and inspections are undertaken within the correct timescales and to the appropriate standards in accordance with current Council policy and guidelines, leading to the achievement of business and service targets

- To prepare letters, statutory notices, reports, statements and other documents, serving such notices and attending court in accordance with relevant legal requirements
- To ensure that actions assist in minimising claims and litigation opportunities by fully documenting all observations from site visits, investigations and inspections and ensuring appropriate actions are taken in accordance with documented procedures
- To assess each application based upon the criteria set in the application and ensure that any missing information is collected
- To make decisions to either reject or accept the application form based upon information submitted
- To comply with the relevant health and safety legislation, and to be proactive in dealing with incidents, hazards and defects etc. which may compromise the health and safety or interfere with users of the public highway
- To identify, report or take appropriate action in relation to street management / environmental issues to the appropriate team in Highway and Transportation
- To initiate and pursue appropriate enforcement action against companies / persons not complying with licensing conditions / regulations in accordance with the Enforcement Code
- To assess new or renew licence applications and apply the appropriate fees and charges
- To issue FPNs for non-compliance of licence conditions and to make decisions leading to either the renewal or refusal to grant selective licences
- To assist the service area in making decisions to revoke selective licences as required
- To carry out any other relevant duties as may from time to time be assigned including those which are in the interest and / or improvement of the service, or in response to the exigencies of the service
- To ensure documentation in accordance with the Regulation of Investigatory Powers Act 2000 is completed where appropriate

- Attend court hearing when required and give evidence in actions arising from licensing and other relevant enforcement matters
- To ensure that accurate records are kept of all visits and / or actions. To maintain a personal notebook and diary and ensure that all visits are promptly logged on appropriate files and systems
- To attend Committees and other meetings on licensing and other relevant matters and report on the main points discussed and decisions taken, where necessary, to the appropriate manager
- To liaise with appropriate staff from other departments and agencies
- To carry out any other relevant duties as may from time to time be assigned including those which are in the interest and / or improvement of the service, or in response to the exigencies of the service

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

The role requires working:

- in adverse weather conditions
- as directed to ensure inspection is undertaken as required by legislation
- outside of normal working hours, including weekends and public holidays
- using own or organisation motor vehicle (car or van)
- by manual handling cones, measuring wheels and / or paint spraying

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSEs Grade A - C (including Maths and English) or City & Guilds, and / or relevant experience in streetworks or highways works inspection / enforcement, or a Street Works supervision accreditation or equivalent (A,I)
- Current, full UK driving licence (A)

Desirable

- Accreditation under the New Roads and Street Works Act 1991

Essential

- Experience of undertaking enforcement actions against contractors (I)
- Experience of working within a Network Management / Street Works environment (A)
- Demonstrate a knowledge of the safety implications of working on the highway and be able to identify with the requirements of Chapter 8 of the Traffic Signs Manual (A,I)
- Knowledge and experience of highway inspections, and ability to identify and describe a defect in the highway which requires repair (A,I)
- Experience and knowledge of Highways Act 1980, New Road and Street Works Act 1991 and Traffic Management Act 2004 (I)

- Experience of liaising with licence holders of selective licences to provide technical advice and guidance (A,I)
- Experience of inputting and record keeping into a range of databases (A,I)

Desirable

- Experience of working in a Quality Assured environment
- Knowledge and experience of highway maintenance works and streetworks
- Demonstrate an existing knowledge of materials used in highway construction

Skills/Abilities

Essential

- Excellent customer care skills / ability to deal with issues in a confidential manner (A,I)
- Good organisational skills including; prioritising workloads, decision making, time management and negotiation (A,I)
- Good attention to detail and skills which demonstrate thoroughness and accuracy in completing tasks (A,I)
- Ability to undertake site surveys and inspections, including being able to walk considerable distances and frequently bend down to mark carriageways and footways (A,I)
- Ability and willingness to lead and undertake investigations and attend Court / Committee proceedings as determined (A,I)

Desirable

- Able to work flexibly in a demanding and busy service environment

- Excellent attention to detail and ability to produce high standards in quality and accuracy
- Ability to prepare and present information to a range of audiences
- Able to work using own initiative and within a team
- Ability to apply legal knowledge to resolve problems
- Good communication skills, both verbal and written

Commitment

Essential

- Willingness to work out of normal office hours, including attending meetings (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Willingness to get involved with front-line enforcement work, dealing with crime at all levels (I)

Desirable

- Prepared to drive Service vehicles
- Willingness to work as a member of a multi-disciplined team
- Willingness to work with partner agencies