

Job Description

Job Title	Permit Officer
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	6
Competency Level	2
Salary	£35,412 - £39,862
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

Manage activities that impact on movement of traffic on the highway and ensure that external contractors and providers cooperate in sharing programme information and comply with regulations regarding safe working, occupancy of the network and standards of reinstatements.

Directly Responsible For:

Not applicable



Directly Responsible To:

Senior Streetworks Permit Officer

Main Areas of Responsibility:

- Participate in fully embracing and developing Corporate and Central Government initiatives, to enable the City Council to deliver its services with full public participation, within a politically aware, Best Value related culture
- Responsible for the analysis and approval of Street Works permits relating to all works type permit applications, including their timely processing
- Coordination, prioritisation and regulation of activities on the highway network in accordance with the statutory requirements relating to The New Roads and Street Works Act (NRSWA) 1991 and the Traffic Management Act 2004
- Responsible for the management and delivery of the Fixed Penalty Notice process involving the giving of penalty notices
- Assist with the management of the Street Works Team where required, including general Street Works Team admin duties
- Assist the Street works Manager in minimising the disruption caused to the network by all highway related activities
- Ensure the safety and integrity of the highway Network
- Challenge and negotiate where appropriate, the durations of all works in order to further minimise disruption to the Network
- Ensure the coordination of all works on the highway and the monitoring of departmental, statutory undertakers and third party activities to maximise network availability and income to the authority
- Jointly organise the quarterly coordination meetings with all works promoters and, where appropriate, their nominated contractors
- Processing and coordination of works carried out under section 50 of NRSWA

- Assist colleagues with processing of temporary signal applications and Temporary Traffic Regulation Orders (road closures) in regard to their coordination
- Assist with the delivery of the Council's Health and Safety Policy and, where appropriate, assist with the compilation of risk assessments relating to all street works, and office based functions
- Respond to Customer enquiries and assist the Street Works Manager and Principal Engineers, in relation to elected member enquiries and responses in the requisite timescales
- Ensure familiarity with current and up-coming changes to NRSWA legislation and their respective Codes of Practice
- Ensure familiarity with Liverpool's Highway network, in particular the Traffic Sensitive Network

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 inspections undertaken are required by legislation
- during out of working hours, weekends and public holidays

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 2.

[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 equivalent, and / or relevant experience in street works or highways works inspection (A)

Desirable

- Accreditation under the New Roads and Street Works Act 1991 or be willing to undertake supervisory accreditation in accordance with S67

Experience

Essential

- Experience in the field of Roads and Street Works, including monitoring of utility works (A,I)
- Responsible for the management and delivery of the Fixed Penalty Notice process involving the giving of penalty notices (A,I)
- Knowledge and use of the Permit Scheme compliant street works system (A,I)
- Experience of working within a network management / street works environment (A)
- Experience of supervision of utility reinstatements (A)
- Experience of identifying defects and implementing change in accordance with NWRSA 1991 and associated codes of practice (A)



- Experience and knowledge of NRSWA 1991, Highways Act 1980, and Chapter 8 of the Traffic Signs Manual (A,I)

Desirable

- Knowledge and experience of inspection procedures and standards
- Experience and knowledge of Liverpool's highway network

Skills/Abilities

Essential

- Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public (A,I)
- Able to communicate to a high standard, both verbally and in writing, at all levels with internal and external stakeholders and members of the public (I)
- Ability to deal with public in difficult circumstances (I)
- Demonstrable skills in managing information and communicating with others (A,I)
- Good teamwork skills (A)
- The ability to travel across a wide geographical area in a timely (A)
- Computer literate and able to use Microsoft Office and other typical general office packages, and also specialist software packages (i.e. CONFIRM, MAYRISE, SYMOLOGY) (A,I)

Desirable

- Knowledge and skills in the use of GIS equipment and software
- Developed analytical skills to analyse and interpret complex information or situations to produce solutions or strategies for the short to medium term

- Maintain and update knowledge of road and street works legislation
- Effective planning, organisational and administrative skills with the ability to work to deadlines with minimal supervision

Commitment

Essential

- Committed and adaptable with a willingness to work out of normal office hours, including attending meetings (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to recognise and develop opportunities for service improvements

Other

Essential

- Able to attend evening Committee, public and other work-related meetings (A,I)
- Be flexible to respond to events outside of normal working hours (A)

Desirable

- Willingness to work as a member of a multi-disciplined team
- Willingness to work with partner agencies