

## Job Description

<b>Job Title</b>	Network and Coordination Permit Officer
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Highways and Transportation
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£40,777 - £46,142
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	A10057

## 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 and assist the Senior Street Works Officer in delivering support in all aspects of Street Works permitting across the city.

Assist in delivering Liverpool Highways Major Projects in Planning and Coordination



Ensure that all road network activities in the city are coordinated and where possible collaborated to ensure they are focussed towards set targets and that any peaks and demands on the service are planned and resourced.

Work with the other teams in Highways and Transportation to ensure consistency in compliance with legislation, processes and procedures and that best practices are identified and adopted across the city.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Permit and Coordination Team Leader

### **Main Areas of Responsibility:**

- Assist the Permit and Coordination Team Leader in promoting best practice across the city
- Identify and plan resources for peaks in service demand
- Help plan and coordinate in delivering Liverpool City Council Highways Project Schemes and Highways Maintenance
- Work with the Permit and Coordination Team Leader and Senior Street Works Permit Officer to ensure that any issues with works promoters are identified and addressed
- Ensure that entries are made in the permit management system for licence activities such as temporary traffic lights, Skips, scaffolds, hoardings and events
- Attend site meetings with inspectors as required to provide senior support

- Provide supervision to ensure all permit team member have the appropriate training and are keeping up to date with industry practice and changes to processes. Identify external and internal training
- Coordinate responses to queries and support the Street Works Manager in providing information to senior management
- Deal with incoming customer enquiries ensuring adherence to LCC customer service standards
- Work to deliver the aspirations of the business plan in identifying ways in which we can improve the ways we work within the area Operations Team
- Develop strong working relationships with LCC's Internal Works term contractor to ensure compliance and challenge where required
- 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
- Using relevant Permit Scheme legislation to coordinate and grant permits required ensuring a high standard of Roadworks, traffic management, and safety, giving advice and direction to Works promoters, contractors and the Highway Authority
- Assist the work promoters to check and agree traffic management proposals for any work on the highway including footways and cycleway
- Liaise with internal and external stakeholders as required. These will include members of the public and elected representatives, as well as other bodies such as district councils, utilities and transport operators and residential meetings

## **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 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,I)

### 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)
- Knowledge and use of the Permit Scheme compliant street works system (A)
- Experience of working within a network management / street works environment (A)
- Experience of supervision of utility reinstatements (A,I)
- 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)



- Experience of Planning and Coordinating Schemes (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 to a high standard, both verbally and in writing, at all levels with internal and external stakeholders and members of the public (A,I)
- Ability to deal with public in difficult circumstances (A,I)
- Demonstrable skills in managing information and communicating with others.
- Good teamwork skills (A,I)
- 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 (A,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)

### Desirable

- Full, current UK driving licence and access to a vehicle
- Be flexible to respond to events outside of normal working hours