

Kent County Council

Job Description: Senior Highway Inspector (West Kent)

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste
Location:	Aylesford
Grade:	KR9
Responsible to:	Highway Safety Inspections Manager

Purpose of the Job:

Provide support to the Highway Safety Inspections Manager in the supervision of the Highway Inspections Team in west Kent, audit/quality assurance, ensure safety inspection routes are up to date and optimised and provide resilience for highway inspections in order to meet the Authority's Statutory Duty.

Main duties and responsibilities:

1. Support the Highway Safety Inspections Manager in the line management of the Highway Safety Inspectors in west Kent, monitoring dashboards, undertaking audit/quality assurance of completed inspections, conduct 1-2-1s and appraisals and provide support and guidance to the team where required.
2. Ensure the correct elements of the publicly maintainable highway network for KCC are identified and mapped in order to deliver Safety Inspections and ensure that inspections are undertaken within appropriate timescales.
3. Plan, rationalise and optimise existing and new routes throughout the year and formulate changes to safety inspection routes (SIR), including route change requests from Inspectors and District Managers. Liaise with the Gazetteer team, Highway Definitions Team and Provider to ensure changes are implemented when required.
4. Monitor dashboards and ensure resource is deployed effectively. Conduct safety inspections when required. Regularly liaise with district teams to ensure a connected and good asset management approach to service delivery.
5. Proactively look to innovate and incorporate new technology to improve working practices without compromising on service standards.
6. Respond to enquiries from Risk Management and Insurance regarding insurance claims and attend court as a witness when required. Respond to customer complaints and enquiries verbally and in writing.
7. Work closely with District Managers to manage first and second stage enforcement of the removal of unauthorised highway obstructions and other infringements of highways and associated legislation with referral of persistent offenders to the Enforcement Team.
8. Liaise with the contractor to resolve issues and ensure the smooth delivery of the service and timely completion of orders.
9. The postholder must be prepared to undertake work outside normal office hours in the interests of the service, such as for an emergency and Deputise for the Highway Safety Inspections Manager as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

CRITERIA	
QUALIFICATIONS (if essential)	<ul style="list-style-type: none"> • HND/HNC/BTEC Higher in relevant subject. • Relevant Highway Inspections qualification • NRSWA Accreditation • A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
EXPERIENCE	<ul style="list-style-type: none"> • Significant post qualifying experience, and the use of relevant computer applications. • Previous experience in line management. • Staff recruitment, motivation and development, to include direct experience of supervising staff • Experience of target costing and asset management techniques.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Computer literate. Able to use MS Office and other typical general office packages, and also specialist software packages (WAMS, ArcGIS). • Ability to use and interpret spatial data (maps and drawings). • Ability to be innovative, embrace new technologies and challenge accepted ways of working. • Ability to manage and deliver change appropriately. • Ability to apply theory to practice. • Excellent interpersonal and communication skills (written and oral) and relationship building ability. • Able to demonstrate attention to detail. • Ability to deal with public in difficult circumstances. • Excellent teamwork skills. • Ability to think creatively and strategically. • Able to undertake work outside normal office hours in the interests of the service, such as for an emergency.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of national and local standards, techniques and technical procedures. • Good understanding of Highway legislation. • Knowledge of Kent's Highway Asset Maintenance Plan. • Knowledge of road construction and standards. • Working knowledge of Health & Safety and CDM regulations and risk assessments.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make
Office Transformation Worker Definition: Flexible Worker across all Depots	