

## Kent County Council

### Job Description: *Streetworks Coordinator*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways, Transportation and Waste – Highway Operations</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>East Kent Streetworks Manager</b>

### **Purpose of the Job:**

This is an exciting opportunity to work as a key part of the Streetworks coordination service within Highways. Kent County Council was one of the first Highway Authorities to run a fully permitted scheme which manages Kent's road network by planning and scheduling all works undertaken on the highway.

These works can include Kent County Council roadworks, Utility companies, developers, event organisers and others who need access to the network. The Kent Permit scheme ensures that access is managed in a way which ensures that essential works can be carried out whilst minimising disruption to residents and users of the highway.

The scheme also ensures that works are carried out safely, that the highway is reinstated to a good standard and that all opportunities through innovation and method of working are explored to reduce the time taken to complete roadworks.

This role would suite someone who is highly organised, is able to deal confidently with other organisations and has a good working knowledge of current New Roads and Streetworks legislation; the Road Traffic Regulation Act 1984 and Town Police Clauses Act 1847.

### **Main duties and responsibilities:**

- Co-ordinate and plan the availability of the highway for use by others (including Kent County Council and utilities) by receiving, assessing and determining applications for use of the highway and including the checking and agreement of all traffic management proposals for any work on the highway including footways and cycleways. Give direction to consultants, contractors and the Highway Authority and provide advice and sharing knowledge of previous projects to better serve the public.
- Frequently manage complex works across boundaries internally and with other Highway Authorities including National Highways and Network Rail that span durations in excess of 1 year duration.
- Encourage the use of collaborative working amongst interested applicants to ensure KCC always meets its Network Management Duty.
- The role will represent Kent County Council at all Safety Advisory Groups and follow the terms of reference set out for those groups. Provide expert knowledge on relevant legislations such as Town Police Clauses Act and interrogate event management plans. Judge the impact on the highway and surrounding networks.
- Attend site meetings and inspect any work on the highway as required to ensure a high standard of street works, traffic management, and safety in order to protect the highway asset.

- Process data for the co-ordination of roadworks using appropriate IT systems and for the inspection of sites as required under the NRSWA and TMA. Ensure the provision of roadworks co-ordination information for meetings and stakeholders.
- Manage the processing and inspection of permits and licences, including those for temporary traffic lights, skips, scaffolds, hoardings, materials placed on the highway, Section 50 works, Section 115E licences and sewer connections.
- Assessing third party work programmes and requesting changes to facilitate requirements of the network. Providing expert advice and on the local network and the impact all Streetworks will create to communities.
- Advise and direct Streetworks inspectors and enforcement officers to assist with these functions.
- Maintain and develop effective communications with Parish Councils, Members and other Council staff, external organisations, contractors and members of the public, etc. Work collaboratively with the contractors and consultants and to help in improving public satisfaction.
- Carry out day to day general administration duties regarding street works co-ordination and investigate and respond to enquiries, complaints and queries raised by staff and customers.
- Understanding and reacting to the political and economic impact of street works especially in times of economic sensitivity, seasonal and tourism pressures as well as community awareness.
- Organise and assist as required with emergency work of the Service, including outside of normal hours.
- Liaise with the Film Office and external Film location managers to give direction with the project management of the filming on the highway. This can often involve extensive negotiations with weighing up the impact of the works on the highway and associated interested stakeholders.
- Liaise with Kent Resilience Forum where necessary on matters of National Importance.
- Direction Signage.

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

## Kent County Council

### Person Specification: *Streetworks Coordinator*

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English.</li> <li>• City &amp; Guilds accreditation in Street Works; or ONC/BTEC or equivalent NVQ.; EDCL qualification; NRSWA Accreditation</li> </ul>
<b>EXPERIENCE / KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Relevant experience in the construction or allied industry including experience of traffic management issues and familiarity with reinstatement specifications. Experience of Mayrise or similar software</li> <li>• Relevant experience of legislation and codes of practice as they relate to the role (e.g. Health and Safety, New Roads and Streetworks Act, Highways Act)</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Confidence to provide front line support to the public, elected Members, Parish Councils and Kent Police.</li> <li>• Ability to develop good public relations through handling permit requests promptly and effectively</li> <li>• Organised and self-motivated.</li> <li>• Ability to prioritise work</li> <li>• An excellent telephone manner along with outstanding negotiating skills.</li> <li>• PC literate with good keyboard skills.</li> <li>• Ability to analyse information and resolve problems</li> <li>• Good teamwork skills</li> <li>• Attention to detail</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the</p>

	<p>heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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