

Kent County Council

Job Description: *Streetworks Coordinator*

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

Purpose of the Job:

This is an exciting opportunity to work as a key part of the Streetworks coordination team within Highways. The streetworks coordination team ensures that that all works on the network are carried out with the minimum of disruption to the travelling public.

These works can include Kent County Council roadworks, Utility companies, developers 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.

Responsibility to ensure 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. Initially, this role would focus on broadband role out works.

Main duties and responsibilities:

1. Co-ordinate and plan the availability of the highway for use by others (including Kent County Council and utilities) by receiving 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 advice and direction to consultants, contractors and the Highway Authority.
2. Attend site meetings and inspect any work on the highway as required to ensure a high standard of roadworks, traffic management, and safety.
3. 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.

4. 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.
5. Advise and direct Streetworks inspectors and enforcement officers to assist with these functions.
6. 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.
7. Carry out day to day general administration duties regarding roadworks co-ordination and investigate and respond to enquiries, complaints and queries raised by staff and customers.
8. Organise and assist as required with emergency work of the Service, including outside of normal hours.

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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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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English.• City & Guilds accreditation in Street Works; or ONC/BTEC or equivalent NVQ.; EDCL qualification; NRSWA Accreditation
EXPERIENCE / KNOWLEDGE	<ul style="list-style-type: none">• Relevant experience in the construction or allied industry including experience of traffic management issues and familiarity with reinstatement specifications. Experience of Mayrise, Street Manager or similar software• 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)
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Confidence to provide front line support to the public, elected Members, Parish Councils and Kent Police.• Ability to develop good public relations through handling permit requests promptly and effectively• Organised and self-motivated.• Ability to prioritise work• An excellent telephone manner along with outstanding negotiating skills.• PC literate with good keyboard skills.• Ability to analyse information and resolve problems• Good teamwork skills• Attention to detail
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