

**Directorate:** Growth, Environment and Transport

**Unit/Section:** KCC Streetworks team

**Grade:** KR8

**Responsible to:** Streetworks Manager

**Purpose of the Job:**

To support the Streetworks coordinator in all aspects of roadworks service across the county.

Be responsible for inspection of works sites ensuring a high level of safety.

To provide a high level of customer care and continuous performance improvement for KCC

The post holder must be prepared to undertake work outside normal office hours in the interests of the service, such as for an emergency

**Main duties and responsibilities:**

- Using relevant legislation to Inspect works on the highway as required ensuring a high standard of roadworks, traffic management, and safety, giving advice and direction to Works promoters, contractors and the Highway Authority.
- Assess sites to the SROH
- Assist the area coordinator to check and agree traffic management proposals for any work on the highway including footways and cycleway
- Attend site meetings with works promoters to discuss traffic management arrangements
- Inspect permits and licenses for temporary traffic lights, Skips, scaffolds, hoardings, materials placed on the highway, Section 50 works – private apparatus (local authority works), Section 115E licences – café culture, 'A' Boards, sewer connection, and vehicle crossings
- 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.
- Deal with incoming customer enquiries ensuring adherence to KCC customer service standards.
- Contribute to the Kent Coring Programme
- Collect and collate relevant records and statistics for the team to assist with the provision of information to other parts of KCC.

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 Inspector*

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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.

<b>QUALIFICATIONS</b>	Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English and City and Guilds accreditation in relevant subject or ONC/BTEC or equivalent.
<b>EXPERIENCE</b>	Proven relevant technical experience of working in a local government or highways environment. Experience of working in a customer-oriented environment.
<b>SKILLS AND ABILITIES</b>	Computer literate. Able to use MS Office and other typical general office packages, and also specialist software packages (i.e. MAYRISE, WAMS). Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public. Ability to deal with public in difficult circumstances. Streetworks Accreditation Demonstrable skills in managing information and communicating with others. Good teamwork skills. Ability to travel.
<b>KNOWLEDGE</b>	Relevant knowledge of legislation and codes of practice as they relate to role e.g., NRSWA, the Traffic Management Act and Highways Act., & SROH
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>People and Partnerships</b></p> <ul style="list-style-type: none"> <li>• Good communication (ask questions, listen, act and feedback).</li> <li>• Good customer care (be customer focused, approachable to partners, public and staff).</li> <li>• Teamwork and cooperation (with partners, colleagues to achieve common goals).</li> </ul> <p><b>Outcomes and Delivery</b></p> <ul style="list-style-type: none"> <li>• Have a 'can-do' approach (be clear, share knowledge, look for opportunities, prioritise and deliver).</li> </ul> <p><b>Character and Courage</b></p> <ul style="list-style-type: none"> <li>• Self-confidence</li> </ul> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>