

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 supervision of Highway 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. Support the Highway Safety Inspections Manager in ensuring that 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. Inspect highways at regular intervals as defined in current guidance when required, identify and record defects, assess need and urgency of repair, estimate cost, issue instruction to contractor for repairs and oversee work. Ensure that all works are carried out safely and in accordance with health and safety policies and good practice. Regularly liaising with Highway Stewards and Engineers to ensure a connected and asset management approach to service delivery.
5. Respond to enquiries from Risk Management and Insurance regarding insurance claims and attend court as a witness when required.
6. 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.
7. The postholder must be prepared to undertake work outside normal office hours in the interests of the service, such as for an emergency.

8. Liaise with the contractor to resolve issues and ensure the smooth delivery of the service and timely completion of orders.
9. Deputise for the Highway Safety Inspections Manager where required.

This job description will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

Kent County Council

Person Specification: *Senior Highway Inspector (West Kent)*

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
EXPERIENCE	<ul style="list-style-type: none"> • Significant post qualifying experience, and the use of relevant computer applications. • Some 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). • Able to demonstrate attention to detail. • 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. • Excellent teamwork skills. • 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, and techniques and technical procedures. • 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	