



SWINDON
BOROUGH COUNCIL

Job Title: Street Works Inspector	Role Profile Number: RTN26
Grade: N	Date Prepared: March 2021
Directorate/Group: Economy and Development	Reporting to: Streetworks Manager
Structure Chart attached:	No

Job Purpose

- As a Highway Authority, Swindon Borough Council has statutory responsibility to manage their highway (network) in an effective manner, to control and reduce congestion and provide a high-level of safe and reliable journeys to the road user.
- The Council's Street Works team to take an active role in the implementation of the Council's Local Transport Plan whilst also delivering the statutory responsibility for network management.
- The Inspector role is to support the delivery of the Council's responsibility and the function of the Street Works Management team by inspecting activities carried out on the highway in relation to regulations, statutory guidance and codes of practice, to ensure compliance and when necessary, take actions and apply penalties to enforce these controls.

Key Accountabilities

Planning & Organising

- To ensure that the services are delivered for the benefit of the road user.
- To maintain positive and cooperative working relationships with customers and colleagues within the team and across the service.
- To ensure activities are delivered in the most efficient and effective manner as possible.
- Support the Network Coordinator to manage enquiries, requests for information, negotiation and disputes.
- Inspect, report on and take remedial action on any reported network issues, as instructed or notified by the Senior Network Co-ordinator.

- Arrange meetings with works promoters, or their contractors, to discuss planning or actions required by Network Management.
- Support the coordination process through dialogue or meetings, on site if required, with a works promoter to discuss and agree any actions or controls for the works.
- Report any identified issues within the Local Street Gazetteer and Associated Street Data to the Network Coordinator.
- Collect evidence to support the application of any action and associated sanction, as a result of inspections.
- Investigate, report and follow up remedial action on any damage to highway infrastructure caused by contractors during their work. Liaise with the Network Coordinator to apply the relevant notifications to works promoter for their required action.
- Represent the Council where evidence is required in association with Court cases.
- Undertake routine sample inspections (NRSWA Category A, B & C) of works carried out by utility (streetworks) and Highways (roadworks).
- Monitor works promoter compliance with NRSWA (Sections 59, 65, 67, 71, 72, 74 and 81) and initiate any action when instance of non-compliance is found.
- Proactively inspect and monitor other utility excavations and reinstatements, including NRSWA Section 50 private openings, to ensure that specifications detailed in NRSWA are adhered to.
- Liaise with the Network Coordinators to initiate an action following a site inspection, either because of the works promoter actions or network demands, at the Council's request.
- Support the Senior Network Coordinator in the review and approval of traffic management applications and plans.
- Support the Technical Support Officer in the reconciliation and payment of TMA/NRSWA fees and charges resulting from inspections.
- Support the collection and analysis of Network Management data for the evaluation of the Service and network performance.
- Maintain a fundamental knowledge of a wide range of utility and highways work terminology and practices regarding all aspects of the work from inception stage to final reinstatement.
- Report any issues with the Streetworks Register or associated interfaces, such as ELGIN, to the Streetworks Manager for assessment and resolution.

- Ensure that Health and Safety legislation is adhered to by those undertaking works.
- Ensure that the “Safety at Street Works and Road Works” code of practice (red book) is adhered to by those undertaking works.
- Undertake such other duties, training and/ or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this post.

Supplementary Accountabilities

- The nature of the work will involve the jobholder carrying out work at different locations than their designated base.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- As a duty holder representing the Council you must ensure compliance with the Construction (Design & Management) Regulations 2015 (CDM) to ensure all projects are carried out in a way that secures health and safety.

Knowledge & Experience

- Working knowledge within the highways maintenance or civil engineering sectors.
- Experience of Communicating with a range of audiences, including presentation and telephone skills. Experience of working with utility providers.
- Knowledge of current highways legislation, including the New Roads & Street Works Act and the Highway Act.
- Experience of highway inspection procedures and standards.
Knowledge of traffic management legislation and practice.
- Ability to interpret maps, plans and engineering drawings
- Good organisational skills and the ability to prioritise work.
- Good IT skills, including the use of specific highways software such as WDM
- Full, valid driving licence and access to a vehicle.

Qualifications

- Good standard of education including English and Mathematics at GCSE Grade A-C (or equivalent).
- Highways Inspector accreditation or equivalent
- Knowledge of relevant highways legislation

Decision Making

- Post holder will be required to use own judgement to know when to seek advice or act on own initiative.
- Post holder required to prioritise own workload on daily basis to meet the service needs, ensuring any statutory deadlines are met as part of the team.
- Prepares advice and makes recommendations to the Senior Network Co-ordinator, concerning all matters within this work area.
- Makes recommendation on the highways impact of permit applications and other submissions that have the potential for a significant and lasting impact on communities and have the ability to compromise the Councils ability to effectively manage and maintain the public highway.

Creativity and Innovation

- The post holder is frequently required to use their own initiative, experience and judgement in assessing the acceptability of innovative and experimental road layouts that fall outside of current guidelines and is required to seek through their own initiative and creativity, workable solutions to highway issues.
- The resolution of problems is often unique to individual assets and creative and innovative solutions are often explored in the search to provide Best Value. Tight deadlines and other targets often prompt creativity and innovation, but always staying within the bounds of accepted good practice.
- The job requires continual professional development to ensure an awareness of the development of new professional and industry practices, which need to be applied in an informed manner in order to support the Council's overarching aims and objectives.

Contacts and Relationships

- The post holder communicates both orally and in writing, with an extensive and varied range of contacts in order to provide professional advice or exchange information. The work entails daily contact with the Transport Planning, Development; Local Planning Authority; other SBC specialist, members of the public and statutory utility organisations.
- Written and verbal communication with the public, members, council officers, developers, environment agency and external consultants on routine basis.
- Verbal communication is integral to this post and will involve constant communications with member of the team and will include one to one and team meetings and with individuals and groups external to the team. Verbal communication externally is required when discussing issues and when working with our partners. Speaking with members of the public and Councillors can be a daily occurrence. In all cases, it is vitally important that the communication is accurate and is understood by the receiver.

Other Key Features of the role

- An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.
- Must be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	