FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Street Works Officer
Reporting to:	Area Roads Engineer
Responsible for Line Management of:	New Roads and Street Works Act Team
Your Job is to:	To manage and coordinate road works throughout the Falkirk Council area. This will involve managing and maintaining the Scottish Road Works Register and ensuring compliance by Falkirk Council with the New Roads and Street Works Act (NRSWA) 1991 in relation to coordination, notices and inspections. The role will involve inspecting, controlling and monitoring road works by Statutory Undertakers and private contractors working on the public road in line with NRSWA 1991 and Codes of Practice
Grade:	H

What you will do :

Job Specific Tasks

1. Coordinate and control all road works in Falkirk Council through ensuring compliance with the New Roads and Street Works Act 1991 and Codes of Practice.
2. Inspect, control and monitor Statutory Undertaker road works in relation to coordination, noticing and inspection to ensure compliance.
3. Liaise and arrange meetings as appropriate with Statutory Undertakers for successful implementation of road works. This will involve approving programmes of work, permit applications and traffic management plans.
4. Implement procedures for monitoring quality and performance of Statutory Undertakers. Issue Fixed Penalty Notices (FPNs) and implement improvement plans if applicable.
5. Responsible for authorising invoices and purchase orders relating to temporary traffic light applications, temporary traffic regulation orders, statutory inspection charges, road permits and coring up to the value of £5000.
6. Work actively to provide support, advice and training to other Council services on NRSWA matters and compliance.
7. Monitor, analyse, control and track Falkirk Council's performance in respect of the Performance Indicators laid out by the Office of the Scottish Road Works Commissioner (OSRWC). This will involve responding to the OSRWC and the Area Roads Engineer with performance updates on a quarterly basis.
8. Representing the Council through attending area Roads Authorities and Utilities Committee (Scotland) (RAUC(S)) and also attending and chairing local RAUC(S) through quarterly meetings.

9. Assist the Area Roads Engineer in ensuring safe and compliant road works over Falkirk Council as a whole. This will involve contributing to development of policies and strategies.
10. Respond to customer enquiries and complaints relating to Statutory Undertakers road works.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to contribute to development of plans and strategies.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will regularly be responsible for cash handling or processing financial transactions such as invoices
6. You will delegate and allocate work to others.
7. You will have excellent written and verbal communication skills.
8. You may encounter distressed/upset individuals.
9. You will be required to hold a driving licence.
10. You will apply and ensure adherence to statutory regulations.
11. You will apply and ensure adherence to regulations or Council policy
12. You will be responsible for handling and processing information.
13. You will contribute to the tendering process for your designated area.
14. You must be mobile throughout the Council.
15. You will be required to use your own initiative.
16. You will be required to exercise sound professional judgement.
17. You will be required to maintain up to date knowledge of relevant legislation.
18. You will occasionally be required to work out-with normal office hours.
19. You will be required to maintain confidentiality at all times.
20. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • HNC in Civil Engineering or equivalent experience	• Membership of Membership of the Institute of Civil Engineers/Institute of Highway Engineers	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Presentation skills • Organisational skills • Analytical skills • Report writing skills • Problem solving skills • Relevant experience is required. • Project Management experience. • Experience working as part of a team. • Ability to organise competing demands. • Experience using MS office packages.	• People management skills • Experience in working in Public Sector or political environment. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview