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| <b>Post number</b>                     | 14771                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Position title</b>                  | Roads Inspector - Tweeddale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Grade</b>                           | 6D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Department</b>                      | Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Location</b>                        | Eshiels Roads Depot                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Salary/Rate of Pay</b>              | £33,198.92 - £35,803.45 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Hours of work</b>                   | 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Weeks per year</b>                  | 52.1428                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Number of staff responsible for</b> | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reports to post number</b>          | Roads Asset - Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Registration requirements</b>       | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Drivers Licence required</b>        | A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B1 |
| <b>Contract status</b>                 | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Contract end date</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Reason for temporary vacancy</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Disclosure status</b>               | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Political restrictions</b>          | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Role profile number</b>             | TE 3A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Business World post status</b>      | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Work pattern</b>                    | 37 hours Mon – Fri, occasional evening and weekend                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Vacancy number</b>                  | SBO10462                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Closing date</b>                    | 21/10/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Role purpose

To act as an Area Roads Inspector and work with the Area Technical Assistant to assist in maintaining the Councils Infrastructure Assets, primarily roads, drainage, footways, cattlegrids, barriers and signs. This will typically involve carrying out Safety and Condition Inspections and dealing with service enquiries to review and prioritise the requirement for any reactive repairs or comment on possible planned works sites. The role also entails being part of a customer service culture that influences, and develops an approach that exploits existing and future work bases in the most effective, economic and efficient way. The Roads Inspector also assists the Technical Assistant with the provision of inspection information for insurance claims. As part of this post you will also be expected to represent the Council in Court Proceedings related to the collection of information during inspections. This is to fulfil the Council's statutory obligations and to meet the needs of the Council, Elected Members and the general public within agreed service standards.

## Person specification

| Criteria                                      | Essential                                                                         | Desirable                                                 |
|-----------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Education, qualifications and training</b> | • Accredited qualification in Road Inspection, or willing to obtain within 1year. | • SVQ Qualification in relevant roads related discipline. |

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|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <ul style="list-style-type: none"> <li>• Health and Safety Awareness accreditation or willing to obtain within 1 year.</li> </ul>                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Evidence of road maintenance experience and training.</li> </ul>                                                                                                                                |
| <b>Skills, knowledge and competences</b> | <ul style="list-style-type: none"> <li>• Knowledge of current CDM Regulations and Health &amp; Safety Regulations.</li> <li>• Knowledge of practical solutions to road maintenance problems.</li> <li>• Good oral / written and communication skills. ICT skills.</li> <li>• Evidence of ICT skills.</li> </ul>                                                                                                                                      | <ul style="list-style-type: none"> <li>• Knowledge of road risk management legislation.</li> <li>• Knowledge of MS Office package.</li> </ul>                                                                                            |
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>• Experience of communicating with the public.</li> <li>• Experience of working in an equivalent environment.</li> <li>• Good understanding of Customer Care Issues.</li> </ul>                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Knowledge of the political environment.</li> <li>• A general Civil Engineering background in road maintenance/winter maintenance,</li> <li>• Knowledge of Asset Management Processes</li> </ul> |
| <b>Other</b>                             | <ul style="list-style-type: none"> <li>• A current driving licence.</li> <li>• Confident, self-motivated and enthusiastic, yet able to exercise tact and diplomacy when required.</li> <li>• Excellent personal standards, including openness, honesty, integrity, probity and credibility.</li> <li>• Ability to adapt to a variety of work.</li> <li>• Good observation skills.</li> <li>• Good communication and interpersonal skills.</li> </ul> |                                                                                                                                                                                                                                          |

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

### HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

### Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the



## Recruitment Profile



community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

**Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.**

### TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

## PRE EMPLOYMENT CHECKS

### Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

**Right to Work in the UK** - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

### For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK ([www.gov.uk](https://www.gov.uk))

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS

### Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

### PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

### PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.



## Recruitment Profile



### Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at [www.sces.uk.com/approval.html](http://www.sces.uk.com/approval.html).

### Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

\*\*\*\* From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.