

## ROLE DESCRIPTION

<b>Role title</b>	Enforcement & Coordination Officer (Streetworks Coordinator)		
<b>Directorate</b>	Infrastructure & Transport		
<b>Reporting to</b>			
<b>Grade</b>	10		
<b>Evaluation ref</b>	AG0407	<b>Job Family ref</b>	
<b>Role Purpose</b>			
Ensure compliance with the Network Management Duty through effective co-ordination and monitoring of road and streetworks on the Somerset Network within a given area. Supervise and delegate duties to members of staff within the NRSWA team.			
<b>Key results area</b>	<b>Accountability</b>		
Arrange & chair meetings, monitor improvements	In conjunction with the Streetworks Manager, arrange and chair meetings with statutory authorities who are failing in their duties as defined by the New Roads and Streetworks Act 1991, to discuss, identify and establish the reasons for their failings. Devise improvements and to define the timescales for these improvements to become effective. Responsible for monitoring these improvements and ensuring a conclusion and compliance is met.		
Advise Statutory Undertakers	Advise Statutory Undertakers on their requirements for occupation of the Somerset network as defined by the NRSWA 1991 and TMA, through discussion and enforcement of the legislation. Ensure that compliance is met and that the Network Management Duty to maintain expeditious movement of traffic (inclusive of pedestrians and people with disabilities) is achieved.		
Appraise & recommend re legislation	Appraise and recommend to various SC groups the requirements for occupation of the Somerset network as defined by the NRSWA 1991. Through discussion and knowledge of the legislation, to secure parity and achieve the Network Management Duty requirement in maintaining expeditious movement of traffic (inclusive of pedestrians and people with disabilities) is achieved.		
Clarify and inform	Clarify and inform internal and external Service Managers and their deputies of Streetworks legislation and provide where necessary support by arbitration to resolve conflicts between Highway Authority and Statutory Undertakers works on the network.		

## ROLE DESCRIPTION

Manage the day-to-day Streetworks register	Manage the day-to-day Streetworks register to ensure compliance with Section 53 of the NRSWA 1991, thereby enabling e-government objectives, legislative requirements and targets to be met by Somerset Council.
Road closure applications	Responsible for ensuring the effective processing of the road closure applications within their area and to provide cover for colleagues in other areas, as necessary.
Administer & supervise data output	Administer and supervise the data output required from the Streetworks register thus ensuring that the Senior Streetworks Inspector and his staff can function on a daily basis.
Supervise the monitoring of street/roadworks' Notices	Supervise the monitoring of street/roadwork's Notices, to ensure they conform to the technical specifications and legislative requirements as stated in the relevant legislation and Code of Practices.
Cross boundary co-ordination	Work in conjunction with other street works co-ordination to ensure that cross boundary co-ordination is seamless within Somerset. Provide cover for other street works co-ordinators when required.
Enforcement liaison	Liaising and providing information to the enforcement officer for potential prosecution cases.
Supervise works conflict	Supervise the identification of possible conflicts or opportunities to share works on the network by all parties. When conflicts are identified, instigate discussions or suitably delegate to members of the team to resolve and pursue to an adequate conclusion, this will include record keeping ensuring that an auditable trail can be followed.
Reporting of defects	Ensure that defects reported to the department are acted upon in conjunction with their severity and implement a remedial timescale to ensure that the general public are safeguarded in their daily travel, and to ensure compliance with the duty of care implied upon Somerset Council. This includes the authority to allocate SC or their contracted operatives to remedy sites and implement a rechargeable occurrence to the offending statutory authority.
Supervise the processing of abnormal freight movements	Supervise the processing of abnormal freight movements on Somerset's network as per Specific Type General Order 2003. Ensure the coordination of these various movements in relation to other occupation of the network.

## ROLE DESCRIPTION

NRSWA team's mobile solutions	Analyse, review, and develop the NRSWA team's mobile solutions with SC confirm manager.
Monitor the allocated inspections	Monitor the allocated inspections and adjust the Streetworks inspectors' workloads to ensure the projected financial recoveries are met.
Corporate Responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Qualifications/Knowledge/Experience/Skills

#### Qualifications – Essential

- Good standards of numeracy, literacy and ICT capability.

#### Qualifications – Desirable

- Educated to HNC or equivalent level.
- Hold, or be working towards, a relevant professional qualification through an appropriate Institution / Organisation.
- Holds Street Works Supervisor Cards.

#### Knowledge/Experience/Skills – Essential

- Demonstratable knowledge of New Roads & Street Works legislation, and the Traffic Management Act.
- Knowledge of permitting scheme processes.
- Previous experience in Highways, Statutory Undertaker or the Street works environment.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).
- Proficient in Microsoft package and adaptability in using Software systems.

#### Knowledge/Experience/Skills – Desirable

- Knowledge and awareness of technical highway design, highway legislation and agreements, best practice and health and safety in the highway/construction industry.
- Working experience of local government.

### Dimensions of Role

### Contacts & Relationships

The work will involve contact with the following: -

## ROLE DESCRIPTION

- Statutory authorities that actively carry out streetworks' co-ordination within Somerset in relation to their legislative duties.
- Private licence holders and their contractors for the purposes of instruction and negotiation.
- Other services within SC where their works fall under the NRSWA 1991 legislation.
- Other Service Managers and their staff to resolve escalate issues and enquiries.
- Strategic Managers to provide information to resolve issues.
- Other Highway Authorities.
- Freight Hauliers and their associations.

### Resources

- Discussion and appraisal of performance for the service on its delivery effectiveness with the Streetworks Manager.
- Liaise with approximately 30 statutory authorities, 6 of which actively carry out streetworks within Somerset as a result of their customer requirements.
- Liaise with approximately 30 statutory authorities in pursuance of their legislative duties.
- Effectively monitor approximately 46,000 notices per annum, through all stages of the active/inactive works to ensure compliance with the legislation.
- Monitor the projected annual income from legislative inspections to the approximate sum of £213,000.??
- Monitor the recording of inspections outside the projected income to ensure that SC is satisfactorily recompensed.
- Direct supervision of up to five members of staff.
- Signatory for NRSWA invoices/purchases up to the value of £5,000.
- Monitor the Health, safety and welfare of up to five members of staff within the service.

### Notes

## ROLE DESCRIPTION

Working conditions:	Ability to travel regularly to sites throughout Somerset.
Working arrangements:	