

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Bridge Inspector (PS7)
Grade	PS7	Reports to (role title)	Senior Bridge Inspector
		Directorate	Environment, Transport & Infrastructure
JE Band	228-268	Service	Highways and Transport
		Team	Infrastructure Schemes Team
		Date Role Profile was created	Jul-20

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To assist/carry out inspections of highway structures under supervision in accordance with the Code of Practice Well Managed Highway Infrastructure (2016) and the Inspection Manual for Highway Structures (2007) and within scheduled timescales. To ensure that the condition of highway structures is recorded and updated on the County Council's Bridge Management System in accordance with the CSS Bridge Condition Index system. To support the Senior Bridge Inspector in planning of the bridge inspection programme. To assist/carry out inspections of highway structures under supervision in accordance with the Code of Practice Well Managed Highway Infrastructure (2016) and the Inspection Manual for Highway Structures (2007) and within scheduled timescales. To ensure that the condition of highway structures is recorded and updated on the County Council's Bridge Management System in accordance with the CSS Bridge Condition Index system. To support the Senior Bridge Inspector in planning of the bridge inspection programme. To support the Senior Bridge Inspector in the identification and planning of bridge maintenance works by identifying defects and recommended treatments.
Work Context	The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets, including flood risk management. The role of the Network and Asset Management Group's is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies. The group also provides a directorate wide business and consultancy function. The group works jointly with a range of partner organisations to identify and deliver planned maintenance improvements and leads on several statutory duties including network management and safety and flood management. Reporting to the Senior Bridge Inspector, this role is responsible for carrying out the inspection of Highway Structures , identifying and estimating remedial works to highway structures under supervision, updating and maintaining records of the condition of highway structures and advising senior staff of defects that may require immediate attention to safeguard the highway and travelling public.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. Policy and Compliance • Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. People & partnerships • Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. • Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. • Communicate and liaise with service users and/or external contacts, representing the team/service as required. Resources • May assist in the management of a small budget or recovery of income. Analysis, Reporting & Documentation • Collate data, prepare reports/statistics to meet statutory/management information requirements. • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. • Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). • Knowledge of relevant technical area including, where appropriate, relevant practical skills. • For some roles a relevant degree may be required. • Good IT skills, including MS Office and database management systems. • Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. • Ability to prepare and present reports in a logical and digestible format. • High level administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous work experience in a relevant environment.

Details of the specific qualifications and/or experience if required for the role in line with the above description	5 GCSE passes The role will require the post holder to work towards HNC in Engineering and Bridge Inspector Certification Scheme (BICS) Inspector level accreditation Full valid driving licence Willingness to travel around the county Willingness to work outdoors in various weather conditions Ability to work at height, in confined spaces and in and on water.
Role Summary	Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.
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