

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Highway Safety Inspector
Grade	PS7	Reports to (role title)	Area Safety Team Leader
		Directorate	Environment & Infrastructure
JE Band	228-268	Service	Highways & Transport ServiceNetwork & Asset Management Group
		Team	Area Highway Safety Team
		Date Role Profile was created	21st November 2017

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 carry out Highway Safety Inspections in accordance with the County Council's Highway Safety Inspection Policy and scheduled timescales. To identify, assess and prioritise highway safety defects and ensure adequate record keeping in order to achieve the requirements of Highway Safety Matrix.
Work Context	The post holder will carry out the Highway Safety Inspections primarily within a designated area but will also be required to work across the county as required. The post holder will be required to interpret the Highway Safety Matrix when assessing defects on site, and be able to communicate these decisions clearly when required to both colleagues and members of the public on occasion. Although the post holder will have an office base, they will spend most of their time working in the field, carrying out Highway Safety Inspections, using mobile technology. This may involve some public liaison. The post holder will need to work closely with Integrated and Insurance Team colleagues to ensure all insurance claims investigations are addressed and recorded within required timescales.
Line management responsibility if applicable	None
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none">• Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. <p>Respond effectively to changing demands, adjusting priorities as needed.</p> <p>Policy and Compliance</p> <ul style="list-style-type: none">• Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none">• 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. <p>Resources</p> <ul style="list-style-type: none">• May assist in the management of a small budget or recovery of income.

	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• 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. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">. A full valid driving licence is essential as the role requires the post holder to travel round the county as and when necessary,. Knowledge and practice of relevant legislation especially Highways Act, Traffic Signs Regulations, Road Traffic Act, Health & Safety at Work Act, New Roads and Streetworks Act, Traffic Management Act,. Suitable qualification (such as City & Guilds) in Highways and Inspection & Monitoring and New Roads and Streetworks Act accreditation will be required (can be provided in the workplace),. Experience of working in the public eye and managing customers on-site.
Role Summary	<p>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.</p>

Reference Number	BM-2017-308
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