

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Network Coordinator
Grade	PS8	Reports to (role title)	Network Coordination Team Leader
		Directorate	Environment And Infrastructure
JE Band	269-313	Service	Highways and Transport
		Team	EI NA Network Coordination Team
		Date Role Profile was created	May-17

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 assess incoming streetworks permit applications, review the potential impact and coordinate the works , to minimise disruption and reduce congestion on the public highway in accordance with the legislative requirements of the New Roads and Street Works Act 1991 (NRSWA), as amended by the Traffic Management Act 2004 (TMA), in association with the requirements of the South East Permit Scheme.
Work Context	<p>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.</p> <p>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.</p> <p>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.</p> <p>Based at the County Council's Network Management Information Centre (NMIC) in Leatherhead, the Traffic & Streetworks Team helps Surrey fulfill its Network Management Duty under the Traffic Management Act by Coordinating and Inspecting works in progress on the road network and designing/maintaining Surrey's Traffic Systems assets.</p> <p>The post holder is required to assess incoming streetworks permit applications supporting prompt and effective coordination of activities across the road network, to Council policies and National Streetworks Legislation and Guidance documents, working with the Streetworks Officers to advise on appropriate traffic management requirements for works sites considering the need for operative and public safety, and maintaining the expeditious movement of traffic.</p> <p>The post holder will be required to work on site and be part of the rota and stand-by arrangements for making use of the systems available at the NMIC to respond to congestion or incidents on the network when they occur.</p> <p>A full valid driving licence is desirable in order to travel around the County to meet the requirements of the role.</p>
Line management responsibility if applicable	No direct line Management Responsibility. Coach and help develop skills/knowledge of Assistant Network Coordinators and Network Coordination Administrators.
Budget responsibility if applicable	Contributes towards the recovery of Street Works revenue income budget of approx £2 million pa, including: Income from Section 74 charges, SEPS permit fees and Fixed Penalty Notices by ensuring that all incoming permit applications are assessed within correct timelines and that appropriate conditions are placed on granted permit applications.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> Ensure personal and where appropriate team compliance with established protocols, procedures and practices. Audit and monitor compliance of 3 parties with council requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) May manage or assist with budget/resource management in accordance with the council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. May require a qualification relevant to the specific nature of the role. Knowledge of relevant legislation, practices and policies applicable to specialist area. For some roles a relevant degree may be required. Excellent IT skills, including MS Office and database management systems. Ability to undertake technical work relevant to the role. Excellent written and oral communication skills with the ability to build sound relationships with customers. Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. Previous experience processing, analysing and reporting data. Previous practical experience in a relevant field. Ability to manage a range of projects through to completion. Effective interpersonal, influencing and negotiation skills. Experience of leading a team (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>New Roads and Street Works Act (NRSWA) Supervisor accreditation. Broad experience of operational and administrative NRSWA & TMA activities, including specialised computer systems. Technical knowledge of NRSWA and TMA and the application of the legislation in coordinating and ensuring compliance of work on the highway, including an awareness of the principals of a Permit scheme. This post will be required on occasion to attend meetings on site and at other stakeholder's offices. Knowledge and practice of current site safety procedures and guidance, as well as temporary traffic management, is essential. Experience of developing relationships and negotiating/problem solving with a broad range of stakeholders.</p>

Role Summary	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
Reference Number	BM-2022-024