

## Post Specification

<b>Date</b>	<b>February 2023</b>
<b>PG Number</b>	<b>7091</b>
<b>Post Title</b>	<b>Streetworks Permit Officer</b>
<b>Job Family</b>	<b>Regulation and Technical</b>
<b>Job Family Role Profile</b>	<b>RT9</b>
<b>Final Grade</b>	<b>Grade 9</b>

To be read in conjunction with the [job family role profile](#)

<b>Service Area description</b>
The Streetworks Team manages all aspects of work undertaken on the Cumbria Highway network. This includes the inspection of all Utility work activities, from coordinating the works to inspecting the works from the start to completion in accordance with the New Roads and Street Works Act 1991 and its relevant codes of practice, the Traffic Management Act 2004, the Highways Act 1980. Streetworks also cover all aspects of Cumbria County Council Permit Scheme and the relevant Cumbria County Council Service Procedures.
<b>Purpose of this post</b>
<ul style="list-style-type: none"> <li>• To support the Streetworks County Permit Officer, Streetworks Compliance team and Streetworks Manager to coordinate all aspects of Compliance budgeting, costing, delivery, and performance management activities and reporting associated with the relevant activities and projects taking place across the Highways and Transportation service, in accordance with the New Roads and Street Works Act 1991 and its relevant codes of practice, the Traffic Management Act 2004, the Highways Act 1980, Cumbria County Council Permit Scheme and the relevant Cumbria County Council Service Procedures.</li> <li>• Responsible for the coordination and monitoring of street and road works in accordance with the NRSWA and its relevant code of practice, TMA 2004 and the Highways Act 1980, CCC service procedures and CCC permit scheme with the aim to minimise disruption and delays to highways users as well as issuing permits to contractors and coordinating project across the county.</li> <li>• Analysing and agreeing permit modification requests.</li> <li>• Imposing variations on permits and adding works comments.</li> <li>• Issuing permit to private contractors and coordinating the works across the County.</li> <li>• To raise and issue permits and licences on Cumbria County Councils systems and Street Manager</li> <li>• To assist in the issuing of the TTRO's and ensure these are issued and coordinated in line with CCC service procedures.</li> <li>• To support other sections within Cumbria County Council in providing a safer well managed highway.</li> <li>• Maintain all records and files relating to private permits.</li> </ul>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"> <li>1. To carry out all reporting activities relating to all works on the highway in respect of the Council's responsibilities and obligations under the New Roads and Street Works Act 1991 and the Highways Act 1991 via the relevant systems.</li> <li>2. To issue and process permit requests in line with CCC Permit Procedure in a timely manner set out in the procedure.</li> <li>3. To provide technical advice and guidance to colleagues and external parties across the relevant local area in respect of specifications and standards for Permit related works.</li> <li>4. Contribute to the coordination of works and other relevant activities undertaken by the Council on the highway network with those of external parties to accord with the obligations of the Traffic Management Act 2004.</li> </ol>

5. Daily contact and involvement with public and private sector organisations, members of the public and other council departments.
6. Provide technical advice and project advice to colleagues across the Highways and Transportation service and to external stakeholders in respect of the activities undertaken
7. Taking responsibility for personal safety and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the Council and the public.
8. To relocate to and work within other functional teams as required to deal with work demands across the Highways and Transportation service.
9. Checking of road closures including the permitting, preparation, issuing and implementation of closures in line with Cumbria County Councils service procedures.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contribute to the planning and reporting of income and expenditure within the service area to the Streetworks County Permit Officer and the Streetworks Manager</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Relevant technical, vocational qualification NVQ3 Level or equivalent GCE O'level grade C or above in English and Maths IT qualification
- Streetworks Coordinator Units 1a and 2a
- Experience of working in a team environment in a highway related service
- Letter writing or report writing experience
- Experience of working on activities which fall under the New Road and Street Works Act 1991 and its relevant Codes of Practice, the Traffic Management Act 2004, the Highways Act 1980, Cumbria County Council's Service Procedures and Cumbria County Council's Permit Scheme. Knowledge of local government
- Ability to work to deadlines and prioritise workloads
- Computer literate
- Ability to liaise effectively with people and bodies internal and external to the Council
- An effective communicator
- To be self-motivating and be able to react and respond to the job demands

**Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Other Factors**

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