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| **Department** | **Department of Place** |
| **Job Title** | Highways Inspector |
| **Grade** | Grade E |
| **Primary Purpose of Job** | To undertake a range of highway inspections (safety, programmed, condition and statutory undertaker’s openings) on the highway and cycle network within the Bolton Metropolitan Borough district. |
| **Reporting To** | Team Leader – Inspections & Street Works Co-ordinators |
| **Direct Staffing** Reports | No staff assigned |

**Main Duties**

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| 1. | To carry out a range of multifunctional highway related inspections of the council’s owned assets on the highway. |
| 2. | Accurately record on-site information using a variety of techniques including writing, audio, camera, and data capture devices, for use in developing work programmes and use as legal evidence. |
| 3 | Provide factual witness statements to solicitors/legal representatives and attend pre-trial conferences and give evidence on behalf of the council in court proceedings |
| 4 | To carry out the first line highway enforcement activity in respect of identifying, investigating, and following up matters such as unlawful crossings of the highway, overhanging trees/vegetation, items placed on the highway etc. up to the point of commencement of the legal process. |
| 5 | Inspect Statutory Undertakers works and liaise with them in respect of compliance with regulations and approved codes of practice. Hold site meetings with Statutory Undertakers representatives and where appropriate, implement penalty notices and fines in line with agreed procedures. |
| 6. | Liaise directly with applicants with regards to safe site installations, siting and timing of scaffolds, hoardings, builder’s skips/containers, street cafes, building materials stored on the highway and any other highway related licence, ensuring compliance with regulations, codes of practice and terms of license. |
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| 7. | To assist the Highway Works Division in the preparation of a quotation for any vehicle access crossing application by carrying on site measurements and providing advice to customers in respect of the council’s policy guidelines. |
| 8. | To assist the work of the Council’s Recharge Officer in recovering costs incurred through third party damage to the highway. |
| 9. | Investigate complaints in respect of the highway network and provide customer feedback and advice, whether by correspondence, site meetings or by telephone. |
| 10. | To assist in the training of new/temporary staff in carrying out the role of a Highways Inspector. |
| 11. | Ensure Health and Safety issues are adequately addressed to minimise risk to health and safety of self and theirs. |
| 12. | Support the personal development review process by identifying personal training needs. |
| 13. | Support the Council and Departmental visions, initiatives, and strategies. |
| 14. | Be a role model to colleagues and members of the public by ensuring self-conduct in line with Council policies which relate to appropriate staff behaviour. |
| 15. | To participate from time to time in temporary attachment to other groups within the service on duties relevant to the post. |
| 16. | Provide support to the service during emergencies and during periods of adverse weather conditions |
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| **Date Job Description prepared/updated:** | 9th of September 2021 |
| **Job Description prepared by:** | Joe Fox |



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| **Department: Department of Place** | | | | | |
| **Job Title: Highways Inspector** | | | | | |
| **Stage One:** Disabled candidates are guaranteed an interview if they meet the essential criteria | | | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | A practical knowledge of highway maintenance related issues and solutions including a working knowledge of highway materials and construction methods | | | | Application Form/Interview |
| 2. | Knowledge of the Highways Act and other relevant areas of legislation to support the highways enforcement function. | | | | Application Form/Interview |
| 3. | Knowledge of highway inspection processes and the ability to effectively record the information gathered using a variety of recording devices/IT packages. | | | | Application Form/Interview |
| 4. | Ability to interpret relevant codes of practice. | | | | Application Form |
| 5. | Knowledge of specified codes of practices relating to Street Works inspections. | | | | Interview |
| 6. | The ability to risk assess dangers within the highway. | | | | Interview |
| 7. | The ability and willingness to give evidence in any court setting on behalf of the council. | | | | Application Form/Interview |
| 8. | Ability to quantify and take on site measurements for minor highway works. | | | | Application Form |
| 9. | Ability to communicate effectively with customers/internal staff/partners. | | | | Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Experience of highway materials and construction methods. | | Application Form/Interview | |
| **3. Work Related Circumstances** | | | | | |
| 1. | | The ability to carry out highway safety inspections on foot for prolonged periods. | | Application Form | |
| 2. | | Working hours to be agreed but a 37-hour flexible working hours policy is in operation. | | Application Form | |
| 3. | | This post has been designated an essential car user post. Applicants must hold a full, current, and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | Application Form/  Interview | |
| 4. | | Based at Paderborn House in which a no smoking policy in all its buildings | | Application Form | |
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| **STAGE TWO** | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | IHE Highway Safety Inspections Training Certificate or willing to undertake this training course within 12 months. | | | | Application Form / Certificate |
| 2. | NRSWA Supervisory training or willing to undertake this training course within 12 months. | | | | Application Form / Certificate |

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| **Date Person Specification prepared/updated** |  |
| **Person Specification prepared by** |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use, and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





