

# City of Wolverhampton Council

## Job Description

<b>Job title:</b>	Technical Specialist – Highway Structures
<b>Directorate:</b>	Economy
<b>Service:</b>	Resident Services
<b>Location:</b>	Any suitable location within the City of Wolverhampton
<b>Workstyle:</b>	Flexible
<b>Responsible to:</b>	Service Manager
<b>Grade:</b>	Grade 6

### Job Purpose and Role:

To assist with the effective delivery of the Highway Structures Service, ensuring compliance with the Highways Act 1980, associated legislation and codes of practice. To assist with highway structure specifications, project estimation, maintenance of financial records and supervision of engineering work on the Council's highway structures. Maintaining information relating to highway structures on the Confirm asset management system and other associated databases.

1. To assist with delivery of the Highway Structure Service.
2. To process and analyse data relating to highway structures obtained from surveys and inspections.
3. The post holder will be expected to maintain highway structure data, including the transfer of historic records into the CONFIRM asset management software, corporate Geographical Information System and associated databases.
4. To process highway structure asset data to support the development and maintenance of both capital and revenue funded programmes of work to maintain the serviceability of the highway structure portfolio.
5. To prepare estimates in connection with highway structure maintenance, including site measures
6. To undertake site inspections and supervision of structural maintenance schemes

7. To advise the Service Lead as necessary in developing and providing an integrated customer and highway structure asset management data-base.
8. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions to support decisions made as part of highway asset management.
9. To assist with providing evidence, including records of safety inspections, etc, in support of the Council's defence of Third-Party Claims.
10. To respond to enquiries regarding the location and extent of public highways, including Local and Personal Searches.
11. To prepare and present correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
12. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Head of Service, and in accordance with the agreed working pattern for the post and the council's Conditions of Service
13. To provide advice and support on the suitable project/ service delivery and procurement/ commissioning options to ensure that programming targets, budget constraints and sustainability objectives are met.
14. To attend and represent the Council at Magistrates Court, public inquiries, appeals and panels as appropriate.
15. To ensure that the disciplines of service improvement, value management and value engineering are fully as service delivery objectives.
16. To work with colleagues from across the Black Country, the West Midlands, and other partners/ stakeholders to support collective economic growth and regeneration priorities through facilitating an efficient and effective highways and transportation network across the region.
17. To collaborate and liaise with staff across the City Council, external bodies, and agencies (statutory and non-statutory) to ensure the competent management and execution of the Council's business.
18. To ensure delivery of the Service's function in accordance with the Council's corporate, legal, financial, human resources and professional management standards, corporate priorities, and policies, ensuring that the Council's Constitution is complied with in all respects.
19. To ensure the service is delivered in a cost-effective way and that budgets are managed to support the economic, environmental and regeneration aspirations of the City Council.

20. To ensure the effective delivery of the service in accordance with legal requirements, statutory guidance, and codes of practice.
21. To facilitate the Service's contribution to development of the Learning and Development Plan and to ensure its effective delivery.
22. To assist in delivering an excellent Transportation Service and be committed to continuous improvement through the development of service plans which meet the strategic objectives of the Council along with regional transportation objectives.
23. Prepare and present reports to senior management, Cabinet, Scrutiny, other Committees of the Council, the Integrated Transport Authority and to other organisations and customers of the service as may be required.
24. To represent the Council at public meetings and Cabinet/Committee/Scrutiny meetings as required.
25. To undertake the annual Highway Fees and Charges review and to assist the Service Manager in the financial management of the service.
26. To ensure those enquiries and complaints from Elected Members and the public are dealt with expeditiously and politely, in accordance with the Council's customer care policy.
27. To prepare correspondence, reports, notices, letters, and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
28. To act in accordance with the Council's Constitution and other Codes of Conduct.
29. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
30. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
31. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
32. To participate in the wider development of the service and contribute to service improvement as required.
33. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.

34. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.

35. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

## City of Wolverhampton Council

### Person Specification

**Job title: Technical Specialist - Highway Structures**

Factors	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ HNC/HND in relevant discipline or relevant equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership of an appropriate professional institution (I.Eng level)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Production of Certificates</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>▪ Relevant technical training</li> <li>▪ Willingness to undertake and successfully complete relevant training e.g. Customer care, Health and safety, Risk Assessment.</li> <li>▪ Full Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health and Safety</li> <li>▪ Record of CPD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Significant and appropriate experience in civil engineering or highway structures.</li> <li>▪ A demonstrable knowledge of appropriate techniques and practices regarding highway structures and maintenance</li> <li>▪ Experience of dealing directly with enquiries and complaints from statutory bodies, members and customers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a Partnering context with internal and external bodies</li> <li>▪ Experience of Microsoft Office software</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Special Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>▪ In-depth knowledge of Codes of Practice, Specifications, Legislation relating to civil engineering, highway structures and materials</li> <li>▪ Ability to communicate effectively, orally and in writing and to deal efficiently and effectively with statutory bodies, members of the public, Councillors and Contractors</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>

Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> <li>▪ Knowledge of computer applications &amp; systems relating to highway structures and assets</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to work well with others and to establish good working relationships with other officers and relevant organisations</li> <li>▪ Ability to manage completing workloads and meet tight deadlines</li> <li>▪ Ability to communicate effectively with customers and statutory bodies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to contribute to innovations and initiatives to improve service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>▪ References</li> <li>▪ Interview</li> </ul>
<b>Interests and Motivation Relevant to job</b>	<ul style="list-style-type: none"> <li>▪ Self-motivated, able to work with minimum of supervision</li> <li>▪ Display a keen interest in the work with a desire for career progression.</li> <li>▪ Enjoy working outdoors and a willingness to work in varying weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interest in co-ordinating activity on the highway to minimise congestion and delays to road users.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> </ul>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• To achieve specific objectives and inspection targets.</li> <li>• Providing customers with a quality service.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>