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Job Profile comprising Job Description and Person Specification

Job Description

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|---|---|
| Job Title: Network Co-Ordinator (Richmond) | Grade: SO2 – PO2 |
| Section: Network Management | Directorate: Environment and Community Services |
| Responsible to following manager: Deputy Head of Network Management | Responsible for following manager: N/A |
| Post Number/s: RWE 3123 | Last review Date: April 2016 |

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Responsible to the Deputy Head of Network Co-Ordinator for assisting in the application of the New Roads and Street Works Act 1991 (NRSWA) as amended by the Traffic Management Act 2004 (TMA) and the London Permitting Scheme (LoPS) within the borough of Richmond Upon Thames.



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Specific Duties and Responsibilities

1. Assist in the management and development of administrative systems and procedures for the NRSWA, as amended by the TMA, and the London Permit Scheme (LoPS) to ensure Permit Applications are correctly received and assessed.
2. Assess Permit Applications for accuracy and potential breaches of the Acts and Scheme, discussing details with the works promoters where these do not comply and applying judgement as to any subsequent action, including implementation of the fixed penalty notice (FPN) process to drive improvement and thereby the potential for coordination, granting or refusing Permit Applications in line with the requirements of LoPS applying relevant conditions where applicable.
3. Undertake continuous monitoring of Permit applications, major projects and programmes to identify works clashes and collaboration opportunities, based on system advice, experience and local knowledge, and proactively advise and/or negotiate with works promoters on alternative dates to ensure minimal disruption to the network applying the Street Works Team Coordination policy and principals.
4. To produce, maintain and analyse records of all street works activities and supply comprehensive information as required for the department's reports, statistics and invoices, providing accurate and concise documentary evidence (including photographs) for both reinstatement defects, Fixed Penalty Notice and Section 74 performance.
5. Assist in coordinating and challenging works promoters on their works arrangements including timing, duration, location and traffic management, negotiating to reach an agreement between all parties that ensures compliance with the NRSWA, TMA and LoPS and provides the best service to highway users in accordance with the Network Management Team procedure.
6. To keep abreast of technical developments and changes in legislation to ensure compliance with statutory requirements and to be able to take forward innovation relating to the duties of the post.
7. In liaison with the Inspection and Enforcement officers, assist in coordinating all highways activities alongside those activities notified via the LoPS in line with



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the principals of the TMA, NRSWA and the Network Management Team Coordination Policy and to assist all staff with the interpretation of Regulations and Codes of Practice related to the Acts.

8. To attend site meetings with the representative of the Metropolitan Police, Transport for London and Utility Companies or their agents and any other stakeholders to co-ordinate highways activities.
9. Advise on appropriate traffic management requirements for works sites considering the need for operative and public safety, and maintaining the expeditious movement of traffic, in line with the Safety at Street Works and Road Works a Code of Practice and Chapter Eight requirements.
10. Participates as a member of the Council's team for responding as directed on major / civil emergencies and on the Winter Service Provision rota.
11. Undertake Street Works Stakeholder engagement with particular reference to Councillors and Residents, responding to and resolving enquiries received via e-mail, Service Request, personal visit or telephone and updating the Inspection and Enforcement Team and web pages when required to ensure continually improving customer care. Including notifying works to Councillors and Senior Management in line with the Street Works Policy.
12. Assess and review temporary traffic light requests for compliance and potential impact on the network, approving, rejecting or recommending alterations to the request as necessary, to ensure expeditious movement of traffic.
13. Produce various reports providing weekly road works bulletins and other major works reports to monitor and review the impact of major works on the borough network.
14. Proactively contribute to and carry out relevant administrative functions such as organising and preparing minutes of Highway Authorities and Utilities Committee (HAUC) and other coordination meetings to enable effective



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coordination of works, improved utility/contractor performance, ensuring parity across all parties to enable effective coordination of works on the highway.

15. Ensure section 58 restrictions are applied to all works meeting the necessary requirements in accordance with the NRSWA to ensure the ongoing integrity of the highway network.
16. Work in close liaison with other Network Co-Ordinators and Inspection and Enforcement Officers on coordination and network integrity with particular reference to identifying potential over run situations in accordance with section 74 of the NRSWA, especially where requests for revised works durations have reasonably been declined.

Progression to grade PO1

17. Review all applications for Temporary Traffic Regulation Orders and agree necessity for Order and also suitability of any diversion route required with respect to other activities on the street.
18. To liaise with Symology and IT to ensure that the Street Works Register is maintained correctly, carrying out weekly file corrections – interpreting the results and rectifying any corrupt files, identifying refinements and additions to the system, updating the National Street Works Gazetteer as required and ensuring that the Register is amended accordingly.
19. To represent the Council's interests by giving evidence in a Court of Law on all matters relating to incidents on the Public Highway.
20. To provide as necessary supporting documentation to assist in the recovery of the Council's costs in respect of rechargeable works.
21. Close liaison with the Inspection and Enforcement Officers in order to assist them in the management of inspection and enforcement regimes.



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Progression to grade PO2

22. To assist the Head of Network Management in the programming of events on the highway, to attend Safety Advisory Group Meetings with Event Organisers and other key stakeholders.
23. To ensure that all charges are due to the Council in relation to permits or enforcement of street works are correctly logged on the system, databases and spreadsheets.
24. To undertake any other duties within the general scope of the post as required by the Head of Network Management.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.



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Additional Information

The post holder will need to work outside of normal office hours and to participate in the boroughs emergency planning function as required.

Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

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| Person Specification Requirements | Assessed by A & I/ T/ C (see |
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| | below for explanation) |
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| Knowledge | |
| High level of knowledge, understanding and experience of working with the New Roads and Street Works Act | I |
| Detailed knowledge, including the practical application of legislation relating to the LoPS, TMA 2004, Highway Act 1980 and NRSWA 1991 | I |
| Good understanding of information systems and its application to service delivery | I |
| Basic understanding of income generation | I |
| Understanding of local government and contract management | I |
| An understanding of Health and Safety Legislation and the requirements in connection with works on the highway | I |
| Experience | |
| Experience of delivering high levels of customer service | I |
| Experience in developing partnering arrangements internally and externally | I |
| Skills | |
| Ability to make decisions based on the interpretation of complex information obtained from a range of sources (numerical and written) | I |
| Ability to organise workload to meet often conflicting targets and deadlines | I |
| Ability to deal successfully with conflict | I |
| Qualifications | |
| New Roads and Street Works qualification | C |
| Valid Full UK Driver's License | AI |

A – Application form

I – Interview

T – Test

C – Certificate