

Job Description

Department: Place and Economy

Division/Section: Peterborough Highway Services

Job Title: Streetworks Team Manager

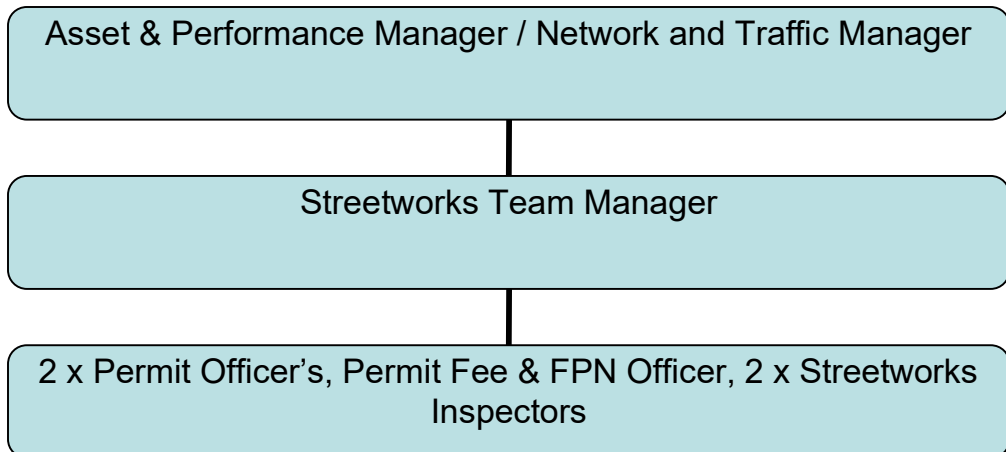
Post No: 014011 (replaces 003072 Streetworks Co-ordinator)

Grade: 12

Reports to: Asset and Performance Manager / Network and Traffic Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Regulated ☐ **Controlled** ☐ **Neither** ☒

Standard ☐ **Enhanced** ☐ **None** ☒

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ **No** ☒

**Line Management
responsibility for:**

No. of direct reports: 5

No. of indirect reports: 1

Size of budget: Revenue income budget £500k to £750k

- Job Purpose:**
1. **To manage the Streetworks team in the implementation of the Peterborough Permit Scheme in accordance with the national conditions for Permit Schemes, Codes of Practice of the New Roads and Street Works Act (NRSWA) 1991 and the statutory network management duty requirements of the Traffic Management Act (TMA) 2004 all with minimum disruption to highway users.**
 2. **To lead and coordinate the team to ensure all permits are reviewed, co-ordinated, inspected and managed accurately and efficiently to preserve the free flow of the Highway network, whilst protecting the Council's future maintenance liability.**
 3. **To manage the teams' revenue income, ensuring all relevant processes are applied appropriately within the national guidelines, whilst maximising its potential.**
 4. **The post holder will be based in Dodson House, Fengate, Peterborough**

Main Duties and Responsibilities:

- 1 **Coordination of major works and permit applications** – Manage the Streetworks team in the implementation of the Peterborough Permit Scheme. Oversee the process to assess applications for permits for street works and issue licences where appropriate for skips, scaffolds, hoardings, over-sails, banners over the highway and any other future related issues.
- 2 Manage the coordination of permits, working closely with colleagues to assist and resolve any conflicts, refusals or variation requests which must be acted on immediately by updating the permit as required. Liaise with relevant internal and external stakeholders to achieve a satisfactory conclusion.
- 3 Provide guidance, assistance and backup to staff with regard to the Temporary Traffic Regulation Orders for road and footpath closures, speed limits, etc.
- 4 Provide assistance and backup to staff with regard to Stopping Up Orders (removal of highway rights over sub soil).
- 5 Manage the development and continuing application of policies, systems, processes, standards and QA mechanisms for the management and control of penalties for failure to meet with the requirements of appropriate legislation.
- 6 Collate, prepare and circulate programmes containing Council, Utility and other works and event information for Co-ordination HAUC meetings. Attend and where appropriate organise HAUC meetings including Anglian, Cambridgeshire & Peterborough and individual utility company meetings. Ensure a proper audit trail of meetings and outcomes.
- 7 Actively engage in advanced planning of events (e.g. sporting events, parades etc.) and major works (e.g. strategic pipeline installation, new cross authority cable etc.) to ensure that appropriate permissions and licenses are completed. Plan appropriately to ensure the safety and integrity of the Peterborough highway network and all of its users. To also coordinate with other teams to minimise disruption and conflicts between planned events and works.
- 8 **Line Management** To manage the team to deliver the Council's statutory obligations under the New Roads and Street Works Act 1991 (NRSWA) and Traffic Management Act (2004).

- 9 Oversee decision making within the team for complicated issues relating to permits, licences and TTRO's.
- 10 Line management of the Permit Officers, Permit Fee & FPN Officer and Streetworks Inspectors. Including organisation of rotas, approval of leave, attendance management and performance management.
- 11 Manage and develop the team to ensure efficient and effective service delivery. Ensure that processes are documented, followed, completed and reviewed regularly.
- 12 Hold regular team meetings and 121 / My Conversations meetings.
- 13 Carry out performance reviews of staff and organise recruitment of staff when appropriate.
- 14 Represent the Council at both the Cambridgeshire Highway Authorities and Utilities Committee (HAUC) conference and Anglian Regional Highway Authorities and Utilities Committee (HAUC) conference meetings.
- 15 Attend Safety Advisory Group (SAG) meetings as required and provide comments by email / report as requested. If required escalate decisions to senior managers whilst providing detailed information and recommendations.
- 16 **Financial Management** – Act as Budget Manager for Streetworks budget codes with a revenue income target of between £500k and £750k. To complete monthly BCR (Budget Control Report) as required.
- 17 Work with the Permit Fee & FPN Officer to ensure that all fees and FPN's are recorded, invoiced and collected.
- 18 To meet with Utility companies as required to negotiate where fees or defects are challenged and come to an agreement acceptable to all parties whilst ensuring the interests of the Council are protected. If escalation is required then provide detailed information and recommendations to a senior manager for their adjudication.
- 19 **Customer Care** – Take ownership of all communications that are received by Streetworks ensuring that the team respond in the most appropriate manner. Investigate complaints and provide a detailed response to senior managers within Peterborough Highway Services for sign off.
- 20 Ensure that Streetworks provide appropriate customer service to Utility Companies, Milestone Infrastructure, Peterborough City Council staff, Councillors, residents, emergency services and the travelling public.
- 21 **Performance Reporting** – Collate reports on the performance of the Streetworks and Permitting service as required including Department for Transport reports as requested.
- 22 Monitor dashboards to ensure that the performance of the team is maintained to expected levels.
- 23 Arrange and chair performance meetings with undertakers.
- 24 Prepare information for the quarterly utility meetings highlighting both exemplar practices and poor performance.
- 25 **Data & Systems Management** – Develop expert knowledge of Confirm, Street Manager and required processes for all functions of the team.
- 26 Ensure that the team maintain the data correctly and that systems are functioning correctly through the monitoring of both Confirm and Street Manager.

- 27 Set up the annual sample inspections for each utility at the commencement of each new financial year. Monitor and review the sample inspections throughout the year for each utility.
- 28 Checking and amending outstanding tasks when impacted by staff absence.
- 29 Monitor and review the Street Gazetteer as used within the team and liaise with the Address Custodian with regards to any additions, updates or reviews that are required.
- 30 Liaise with the Asset and Performance team regarding use of Confirm and possible improvements e.g. resolving issues, requesting new dashboards etc.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 6th March 2022 **COMPLETED BY:** Kevin Ekins, Asset and Performance Manager