

Job Description

Department: Place and Economy

Division/Section: Peterborough Highway Services

Job Title: Permit Officer

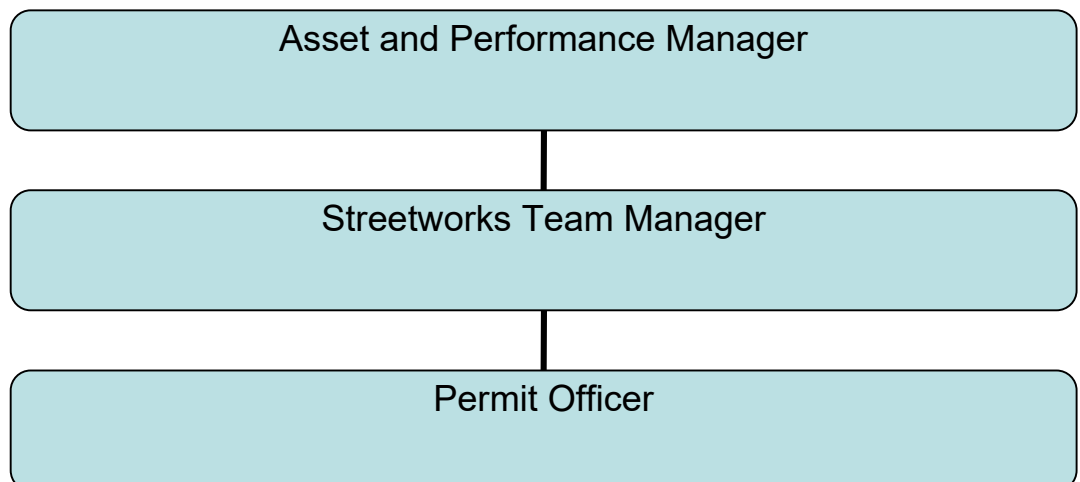
Post No: 003080

Grade: 7

Reports to: Streetworks Team 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: 0

No. of indirect reports: 0

Size of budget: Not applicable

- Job Purpose:**
- 1. To assist 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 ensure all permits are reviewed and co-ordinated and managed accurately and efficiently to preserve the free flow of the Highway network.**
 - 3. To assist with the processing and issue of licences and traffic orders relating to the Streetworks function as may be required**
 - 4. The post holder will be based in Dodson House, Fengate, Peterborough**

Main Duties and Responsibilities:

- 1 Working as part of a team, analyse and deal with permit applications submitted by utility companies wishing to undertake work on Peterborough's highway network. This includes accurately and efficiently processing applications within the agreed timescales and in line with national conditions, including highlighting conflicts and granting or refusing permit applications.
- 2 Responsible for the coordination of permits working closely with colleagues to assist and resolve any conflicts, refusals, directions or variation requests which must be acted on immediately by updating the permit as required. Liaise with the utility company to a satisfactory conclusion.
- 3 Assist the team with the processing of Temporary Traffic Regulation Orders and licenses as necessary.
- 4 Maintain precise, accurate and up to date data within Confirm in line with permit procedures, NRSWA and TMA legislation.
- 5 Applying the fees, fines, charges and Fixed Penalty Notices (FPN), ensuring that they are managed in line with the Legislation. Support the process for ensuring utility companies fees and fines are set, invoiced and paid accordingly.
- 6 Assist in dealing with all aspects of section 74 and FPN investigations including ascertaining responsibility, charge liability and correspondence with the utility company. Maintain accurate records to enable comparison.
- 7 Provide excellent communication and customer service to Utility Companies, members of the public, Milestone Infrastructure and Peterborough Highway Services staff members. This includes handling complaints and resolving issues.
- 8 Efficient management of the Streetworks group mailbox, responding to and clearing of the Confirm dashboards and all other administration required within the Streetworks team.
- 9 Build and maintain effective working relationships with all Utility Companies including the Council's highway Contractor (Milestone Infrastructure), understanding the individual needs and requirements from each one.

10 To determine permit conditions in line with the HAUC England Operational Guidance for Permit Schemes, in relation to applications.

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: 13th December 2023

COMPLETED BY: Kevin Ekins, Asset and Performance Manager