

Person Specification

JOB TITLE: Permit Officer **POST NO:** 003080

GRADE: 7 **DEPARTMENT:** Place and Economy

HOURS: 37

DIVISION: Peterborough Highway Services **DIRECTOR:** Adrian Chapman

DATE: 13th December 2023 **COMPLETED BY:** Kevin Ekins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS & ABILITIES	<p>Ability to manage competing priorities and deadlines</p> <p>Good interpersonal and written communication skills</p> <p>Good organisational and record keeping skills</p> <p>Ability to manage own time and deliver what is required in an efficient manner</p> <p>Ability to work as part of team and contribute and assist other officers in their duties</p> <p>Able to understand and interpret legislation, using this to make decisions relating to permit applications.</p> <p>Good problem solving skills</p> <p>Accurate and pays attention to detail</p>	<p>Ability to use Confirm software system or equivalent system for streetworks</p> <p>Ability to build rapport with internal and external stakeholders</p>
KNOWLEDGE	<p>Knowledge of the New Roads and Street Works Act 1991 (Training will be provided)</p> <p>Knowledge of the Traffic Management Act 2004 and the National Conditions for Permit Schemes (Training will be provided)</p>	<p>Knowledge of Peterborough area and its road network</p>
EXPERIENCE	<p>Significant experience of using computerised mapping systems</p> <p>Experience in using computer applications such as Microsoft products</p>	<p>Experience of a computerised street works database system to analyse and input street works notices / permits</p>

		Procedural experience of applying the New Roads and Street Works Act 1991
QUALIFICATIONS	Minimum GCSE or equivalent in Mathematics and English	
PERSONAL CIRCUMSTANCES	Flexible and able to cope with change Able to work in the office from 8 a.m. every other week	Ability to travel within the local area
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*