JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation and Highway Infrastructure

**Post No:** 20535

**Team:** Highway Network Management

**Post:** Licensing and Enforcement Officer

**Grade:** H

**Responsible to:** Senior Licensing & Enforcement Officer

**Responsible for:** There are no direct reports

**Job Purpose:**

To monitor and control all activities on the highway related to the Traffic Management Act 2004, New Roads and Street Works Act 1991, Highways Act 1980 and Chapter 8 of the Traffic Signs Manual as required to ensure the safety and integrity of the highway authority’s assets in accordance with Council Policy and all relevant legislation.

To support the team in the delivery of its statutory Network Management Duty including:

1. Licensing obstructions of the highway in accordance with council policy.
2. Supervising 3rd party works on the highway through the Highways Act 1980, the New Road and Street Works Act 1991, Traffic Management Act 2004 and associated codes of practice.
3. Enforcement of the highways Act 1980, New Roads and Street Works Act 1991, Traffic Management Act 2004 and associated codes of practice.

**To deliver the following outcomes**

1. Minimize disruption to the highway network
2. Ensure the safety and integrity of the highway network.

**Main Duties and Responsibilities:**

The post holder will contribute to the delivery of a service plan, for their team and T&HI, which will be managed through a performance framework.

The post holder will be required to:

1. Monitor, supervise and control highway works on the existing highway network and on development sites within the borough, ensuring that works are in compliance with the agreed design and required construction standards and current health and safety legislation
2. Assist in the preparation of highway and rights of way agreements, licenses and orders relating to new developments
3. Maintain records of site inspections and progress. Prepare reports on progress, issue defect notices, notices for ‘non-compliance’, ‘substantial completion’ and ‘final completion’ as appropriate.
4. Inspect all works and incidents on the highway and other designated areas on both a programmed and demand basis in accordance with the requirements of Traffic Management Act 2004, Highways Act 1980, New Roads and Street Works Act 1991 and associated Codes of Practice.
5. Record and investigate alleged breaches of all highway legislation. Collate and present evidence for legal proceedings etc. Monitor the progress of the authorised action.
6. Undertake miscellaneous highway matters and enforcement duties as may be required in accordance with the Highways Act 1980 and Chapter 8 of the Traffic Signs Manual.
7. Assess and respond to enquiries and complaints within the relevant timescales.

**Outputs Required**

1. **Corporate Outputs**

Support the delivery of the ‘One Council’ approach to service delivery and cross departmental collaboration

Promote effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To contribute to Council Priorities

1. **Divisional Outputs**

As a member of the Team, support the Team Leader to work with Elected Members to develop the strategic direction and priorities of the Council and secure their implementation.

Assist to deliver the Council’s Transportation and Highway Infrastructure outcomes and objectives.

1. **Core Competencies**

The Council operates a competency framework. This framework has been supplemented by T&HI to include more specific needs of the Division. This is available in more detail, but it aims to set out the **types of behaviour expected** at different levels of the Division, set against the following criteria:

* Valuing, developing and supporting our people
* Focusing on the customer
* Using Information to make decisions
* Planning and Managing resources
* Working as a team

The post holder will be required to demonstrate the ability to perform at the following competency levels:

* Level 1

#  Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include:

* 3rd Party Contractors
* Legal Services
* Planners
* Environmental Health

This does not represent an exhaustive list.

# Organisation Chart

# See attached.

# Special Conditions

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car user’s allowance is available. The post holder must hold a current driving licence.

Depending on the nature of works undertaken, work outside normal working hours may be required.

In accordance with the Department’s winter service procedure, the post holder may be required to be part of the Winter Gritting Duty Officers Rota for which additional payment will be made.

**General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**: **Gary Fisher**

**Designation: team Leader**

**Date: February 2025**