**PERSON SPECIFICATION**

**Post:** Licensing & Enforcement Officer (H) **Post No:** 20535

**Department:** Highways & Public Protection **Division:** Transportation and Highway Infrastructure

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Degree in appropriate discipline  Post graduate qualification in appropriate  discipline  HNC/ HND In civil engineering or significant experience at an appropriate level as an equivalent.  Accreditation under the New Roads and Street Works Act 1991 | (D)  (D)  (E)  (D) | AF/C |
| EXPERIENCE  Experience in the field of Highways Act Enforcement.  Experience of supervising major works schemes  Experience of working within a Network Management / Local Authority environment.  Experience of being accountable for and accounting for budgets through the use of computerised systems and management reporting | (D)  (E)  (D)  (D) | AF/I/ |
| **KNOWLEDGE/SKILLS/APTITUDES**  **Knowledge**  The job requires theoretical plus practical and procedural knowledge across the specialist area of Network Management.  The job requires excellent written and verbal communication skills, including ability to draft reports and letters.  Knowledge of highway construction techniques, materials and standards  Knowledge of the New Roads and Street Works Act 1991, Highways Act 1980, and Chapter 8 of the Traffic Signs Manual | (E)  (E)  (E)  (E) | AF/I |
| **Skills**  The job requires analytical and judgemental or creative and developmental skills to analyse and interpret complex information or situations and to produce solutions or strategies over the medium term  Maintain and update a current and credible knowledge of road and street works legislation  Represent the Authority in Court proceedings as required.  The job involves exercising developed training, developmental, leadership or motivational skills in relation to other staff:  The job involves some direct responsibility for physical resources. The work involves handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.  Ensure that contractors working on behalf of the Authority do so in a manner which does not present any significant risks to health and safety of themselves and/or others and is in compliance with health and safety legislation.  The work requires dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills | (E)  (E)  (E)  (E)  (E)  (E)  (E) | AF/I |
| **Aptitudes**  The job involves progressing a series of activities within recognised guidelines. The work involves making frequent decisions and exercising initiative without ready access to more senior officers. The jobholder consults a supervisor/manager for advice on policy or resource issues.  The job requires general awareness and sensory attention with some work-related pressure, for example, from deadlines, interruptions or conflicting demands of the jobholder.  The job required self management of some work related  pressure, for example from deadlines, interruptions or  conflicting demands on the post holder. | (E)  (E)  (E) | AF/I/T/P |
| SPECIAL REQUIREMENTS  The post holder may be asked to attend meetings outside of normal working hours  The post holder will be required to participate in the emergency plan and to work within a matrix management environment.  The job involves some ongoing physical effort (for example, walking at a normal pace or long periods)  The post holder must be able to travel independently over a wide geographical area and possess a full current driving licence.  The post holder will be required to co-ordinate leave with other Licensing & Enforcement officers to ensure cover at all times | (E)  (E)  (E)  (E)  (E) | AF/I |

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| Prepared by: Gary Fisher | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: February 2025 | T | = Test |
|  | P | = Presentation |