



<b>Job description</b>	
<b>Job title</b>	Network Co-ordinator
<b>Grade</b>	F (SCP 12-17)
<b>Directorate</b>	Regeneration and Economic Developments
<b>Section/team</b>	Highways and Capital Delivery – Network and Operations (Streetworks)
<b>Accountable to</b>	Principle Engineer – Streetworks
<b>Responsible for</b>	N/A
<b>Date reviewed</b>	November 2014

### **Purpose of the Job**

The Streetworks Team within the Highways Network and Operations Group is focused on ensuring that works on the public highways network are monitored and any subsequent disruption is kept to a minimum.

The post holder will be placed within the Streetworks Team and will undertake duties which will ensure that the statutory responsibilities of the Council are met and, that powers are exercised lawfully.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) To be responsible for the analysis and approval of Streetworks and other permits; Minor and Standard works applications – including the attachment of conditions – and to process any variation application received.
- 2) To coordinate, prioritise and regulate all activities on the highway network with a view to discharging the duties under the Road and Street Works Act 1991 and the Traffic Management Act 2004.
- 3) To Assist with the section 50 NRSWA applications and ensure that all parties working on the highway comply with all the relevant permitting legislation.



- 4) To collate and administer a forward programme of Knowsley Highways and third party works on the highway network and also process all skip and scaffolding applications.
- 5) To monitor the statutory NRSWA inbox and any other correspondence relation to the highways and transportation service.
- 6) To support and assist the team in the delivery of the functions and services provided by the Highways Network and Operations Group and the broader Highways and Capital Delivery Service as and when required.
- 7) To work flexibly as a member of the Highways and Capital Delivery Service to ensure that the aims and objectives of the service are met, and a high standard of service delivery is maintained.
- 8) To observe the Council's strategies and policies for equal opportunities and diversity.
- 9) To always comply with the requirement of health and safety legislation and Council policy, taking appropriate action where necessary.
- 10) To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of the post.

#### **Health and Safety**

- To ensure suitable and sufficient risk assessments are carried out considering employee's capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

#### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

#### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.