

<u>Skills:</u>	<u>Skills:</u>	<u>Skills:</u>
<b>HIGHWAY INSPECTOR</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 4A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4C</b>
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. HNC</li> <li>• Confirmation (email etc) of membership</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>

<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Demonstrated via application form and CDM questioning at interview</li> <li>• Questioning at interview regarding GIS system knowledge</li> <li>• ICT, system test and questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to apply relevant legislation and codes of practice, i.e. Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure Assets CoP and permitting of highway works on a daily basis, evidenced through 3 examples to demonstrate where consideration was given in relation to statutory duties, non-compliance and any enforcement action</li> <li>• Demonstrable knowledge of street permitting system via specific legislation such as Traffic Management Act, Highways Act, New Roads and Street Works Act and associated Planning requirements e.g. can demonstrate knowledge of statutory responsibilities, non-compliance and associated enforcement</li> <li>• Professional discussion regarding the use of various materials with 3 examples of where certain materials were used, or discarded on contracts</li> <li>• Knowledge of highway infrastructure contract and the practical application of Key Performance Indicators and monitoring contractor adherence, evidenced through discussion of how key performance indicators impact performance and examples where contractor adherence has not been met</li> <li>• 2 examples of where you have assisted others regarding your knowledge of highway design and constructions standards</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. can give examples where legislation and codes of practice have been considered to meet our statutory duties and how non-compliance can be actioned</li> <li>• Understanding of Lifecycle/Asset Planning and Asset Management Principles with 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Employment experience evidenced via application and discussion at interview</li> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements and</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highways street lighting discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have managed the budget through different workstreams/projects from</li> </ul>

<ul style="list-style-type: none"> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> </ul>	<p>where best practice was introduced</p> <ul style="list-style-type: none"> <li>At least 2 years experience working in a Highways environment evidenced through employment records</li> <li>Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by at least 2 examples of works orders and calculations raised</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p>start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</p> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>Interview scenario questions regarding dexterity e.g. ability to undertake repairs on the network</li> <li>Ability to deliver specialist workstreams questioned at interview, e.g. ability to deal with relevant engineering information</li> <li>Ability to identify risk and how these impacts others questioned at interview</li> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>At least 2 examples of where you have been responsible for the delivery of a highway related project from start to finish and can articulate the appropriate consideration of legislative requirements</li> <li>Manager observations and 'system owner' feedback on the competent use of highway related technology</li> <li>Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> <li>3 examples of where you have identified non-compliance detailing how you dealt with this and what course of action was taken to rectify it</li> <li>Submission of 3 reports that you have written and delivered to different stakeholder groups</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>