

Job Description

Job title	Lead Highway Inspector
Directorate	Regeneration, Culture and Environment
Division	Highways
Range	MPR 5
Reports to	Senior Engineer Highway Operations

Main purpose of the job:

To lead and manage the delivery of the Highway Inspectorate service, ensuring the Council meets its statutory duties under the Highways Act 1980 through effective inspection, governance, stakeholder engagement and value-for-money use of public resources, while maintaining a safe and resilient highway network.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Coordinate the delivery of Highway Inspectorate activities as a project function, planning workloads, setting priorities and tracking performance to ensure inspections are delivered consistently, on time and to the required quality standards, enabling effective risk management across the highway network..

Ensure highway inspections are carried out in line with network hierarchy and inspection regimes so the Council fully meets its statutory duties under the Highways Act 1980 and reduces exposure to claims.

Provide leadership and performance management for staff while overseeing inspectors, contractors and sub-contractors, to ensure a motivated, skilled workforce and the safe, efficient delivery of works to the required standards in support of Council objectives.

Liaise with Members, MPs, senior officers, contractors and internal services, promoting the Council’s vision and values while delivering a responsive, customer-focused highways service.

Ensure compliance with the Highway Asset Management Strategy, policies and governance arrangements, supporting robust decision-making and the sustainable management of highway assets.

Apply technical expertise when authorising works orders, ensuring accurate material use, value for money and effective stewardship of public funds within the Highway Infrastructure Contract.

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Monitor contractor performance and ensure infringement governance is correctly applied, driving improved standards and enabling effective enforcement where required.

Support legal defense and continuous service improvement, through high-quality reports, witness statements and regular review of practices to strengthen service delivery and reduce claims risk.

At manager's discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Senior Engineer Highway Operations

The post holder will have line management responsibility.

The post holder will need to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

- 5 GCSE's Grades 4-9 or above, including Maths and English or equivalent Level 2 qualification
- Relevant GIS qualification (Level 3)
- Full UK Driving Licence

Level B (in addition to level A criteria)

- 5 years' minimum experience in a Leadership role, supervising staff
- HNC in Civil Engineering
- Enrolment onto a Leadership and Management Course, e.g. ILM5 Diploma

Level C (in addition to levels A and B)

- HND in Civil Engineering
- Relevant leadership and management qualification, e.g. ILM5 Diploma
- Project Management qualification, e.g. PRINCE2

Knowledge

Level A

- Highway legislation relating to Highway Maintenance
- Project Management principles
- Technical knowledge and understanding of work practices, systems, processes and procedures relevant to Highway Inspections and maintenance and their application to other street and roadworks
- Knowledge and understanding of financial processes and systems, including spend accountability
- Working knowledge of health and safety responsibilities in highways works.
- Understanding of Council values, customer service standards and basic governance requirements.

Level B (in addition to level A criteria)

- Knowledge of contracts and contract monitoring
- Understanding of asset management principles
- Understanding of enforcement processes, infringements and legal compliance.
- Understanding of network hierarchy, inspection frequencies and risk management.
- Detailed working knowledge of the Highways Act 1980 and claims defensibility requirements.

Level C (in addition to levels A and B)

- Demonstrable knowledge and understanding of the legislation, regulation and guidance that influence highway, street and roadworks.
- Expert knowledge of highways legislation, case law, claims management and risk mitigation.
- In-depth understanding of highway asset management strategies and lifecycle planning.
- Strong commercial and contractual knowledge within highway infrastructure contracts.
- Comprehensive understanding of governance, enforcement and audit requirements.

Experience

Level A

- Managing individual highway related workstreams.
- Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees.

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- Minimum 3 years' demonstrable experience in specific discipline
- Exposure to customer and stakeholder interaction, including responding to complaints or service requests.
- Experience producing routine inspection records and reports.

Level B (in addition to level A criteria)

- Demonstrable experience of 5 years at Level 5A, overseeing workstreams and providing advice on any areas of concern.
- Demonstrable experience of supporting the training, development and mentoring of junior staff.
- Experience of highway maintenance contracts and contract monitoring.
- Experience overseeing contractors and monitoring quality, safety and performance.
- Regular engagement with Members, senior officers and external stakeholders.
- Technical expertise when committing works orders to ensure the accurate use of materials across all schedule of rate items contained within the Highway Infrastructure Contract.

Level C (in addition to levels A and B)

- Significant demonstrable experience in highway maintenance or relevant discipline of 10 years or equivalent level of responsibility).
- Can deputise for next level of line management when required
- Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.
- Track record of improving service delivery, reducing claims or driving efficiencies.
- Experience representing the service at internal and external forums.
- Experienced in the oversight of significant budgets, contracts and asset-related decision-making.

Skills

Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook, Teams and Powerpoint.
- Competent user of highway asset management system and other asset management technology
- Demonstrates the ability to manage multiple projects and workstreams.
- Ability to line manage and oversee the work of Highway Inspectors, setting clear direction for their development.
- Demonstrates the ability to work all or most of the working day being alert to risks
- Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills
- Demonstrable ability to use well developed communication skills to present information in an understandable way to a wide audience.
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Demonstrable ability to use analytical skills to interpret complex information and situations
- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking.

Level B (in addition to level A criteria)

- Ability to interpret legislation, regulations, codes of practice and statutory guidance associated with highway and street/roadworks and identify emerging issues
- Demonstrable awareness of the direct impact on the well-being of individuals or groups of people as a result of proposed works

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- Demonstrable ability to have considerable direct responsibility for financial resources, being accountable for considerable expenditures from an agreed budget or equivalent income.
- Demonstrable ability to independently oversee relevant workstreams and providing advice on any areas of concern.
- Effective leadership and people management skills.
- Strong decision-making and judgement in balancing risk, safety and cost.
- Confident stakeholder management and negotiation skills.
- Ability to analyse data and performance information to inform priorities.
- Ability to produce clear technical reports and contribute to legal defence.

Level C (in addition to levels A and B)

- Demonstrable ability to analyse and interpret varied and complex information or situations, developing solutions and/or strategies
- Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness.
- Demonstrable ability to undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions.
- High-level risk assessment and assurance skills.
- Good technical judgement and problem-solving capability.