


Profile Title:	Network Coordination Assistant	 BARNSLEY Metropolitan Borough Council			
Reports to:	Senior Network Coordination Officer				
Employee Supervision:	None	Grade:	3	Profile Ref:	71275
Purpose of the Post					
To contribute towards the effective control and management of the highway network in the Borough in accordance with the relevant legislation,					
Responsibilities					
<ul style="list-style-type: none"> To assist in the effective management of activities taking place on the highway and ensuring that all works are co-ordinated and controlled to minimise unnecessary disruption to road users Contribute towards the overall effective control and management of works activities taking place on the Highway to secure the aims and objectives of the relevant legislation Maintaining the register and publishing it of relevant restrictions under legislation and checking for and dealing with proposed or existing restrictions Ensuring that any works on streets with special designations have been dealt with correctly and the owners of the designations are aware of the works Devising, referencing and maintaining a log of all additional information submitted with a Permit application, and ensuring that the log is available to all involved in the Permit decision making process Verifying that provisions have been made by a works promoter to obtain the required approvals, notices or legal orders that relate to traffic regulation. Assist with the monitoring of costings, calculating, producing and issuing invoices for the reimbursement of fees and charges, identifying any discrepancies, dealing with follow up queries, suggesting solutions and pursuing outstanding payments. Maintaining accurate and up to date records Ensuring that web based information relating to relevant legislation is kept up to date and accurate Liaising with works promoters as required Collating and presenting data and to assist in the production of annual reports and cabinet briefings papers Compiling information on works programmes, and discussing these with stakeholders at quarterly and other coordination meetings, as required Preparation of documentation to facilitate road closures, lane closures, and other temporary Traffic Regulation Orders. Assessing and processing highway licenses for skips etc. by checking relevant documentation and liaising with relevant organisations and identifying whether any potential conflicts occur with any proposed works Undertake any other duties commensurate with the role as requested by management. 					

Education and Training	Measure	Rank
<ul style="list-style-type: none"> Level 2 qualification in a relevant area. 	A/C	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of representing the organisation in dealing with people at all levels. 	A/I	E
<ul style="list-style-type: none"> Experience and knowledge of using IT based data input and processing tools e.g. Microsoft Excel, Access or bespoke systems. 	A/I	E
<ul style="list-style-type: none"> Experience of working with web content, creating, editing, maintaining it keeping it up to date. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national policies, procedures and legislation relevant to the area of work. 	A/I	E
<ul style="list-style-type: none"> Good working knowledge of Microsoft applications. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Good communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including customers. 	A/I	E
<ul style="list-style-type: none"> Good organisation and time management skills with the ability to work under pressure, to tight deadlines and being self-motivated and able to use own initiative. 	A/I	E
<ul style="list-style-type: none"> Able to organise and prioritise work loads, working accurately to deadlines and carrying out tasks in a methodical manner. 	A/I	E
<ul style="list-style-type: none"> Ability to produce quality documentation including reports. 	A/I	E
<ul style="list-style-type: none"> Ability to understand and analyse plans at different scales. 	A/I	E
<ul style="list-style-type: none"> Able to work on your own as well as part of a team. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's values and behaviours. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	D
<ul style="list-style-type: none"> This role is defined as a safety critical role within the Drug & Alcohol Testing Procedure. You must therefore be willing to comply in accordance with this procedure. 	A/I	E