**Roads Inspector**

r Job Title Here

|  |
| --- |
| About Aberdeen City Council |
| **Our purpose is to ensure the People and Place of Aberdeen prosper and to protect the People and Place from harm.** The [Local Outcome Improvement Plan 2016 – 2026](https://communityplanningaberdeen.org.uk/aberdeen-city-local-outcome-improvement-plan-2016-26/) (LOIP) identifies how Aberdeen City Council, together with our [Community Planning Partners](http://communityplanningaberdeen.org.uk/useful-links/), will tackle the key issues facing our city to ensure Aberdeen is a place where all people prosper. The LOIP sets out our shared promises to the people of Aberdeen: * Prosperous Economy - Aberdeen has a flourishing, thriving and successful local economy.
* Prosperous People - People in Aberdeen are happy, healthy and enjoy positive life outcomes.
* Prosperous Place - People experience Aberdeen as the best place to invest, live and visit.
* Enabling Technology - Innovative, integrated and transformed public services.

To deliver our promises to the city of Aberdeen, our focus is on: * Empowering staff to meet priority outcomes
* Empowering the communities, we serve to be self-sufficient
* Early intervention and prevention of harm to the people, place and economy of Aberdeen
* Connecting with citizens, customers and partners through our use of digital
* Using data and information to help us understand the demand on the Council and how we can better meet our outcomes
* Being entrepreneurial - creative and innovative in how we do our business.

We count on our employees to be enthusiastic and proactive public servants, who are committed to our purpose and motivated to make a positive and lasting difference to the city and its people.Aberdeen City Council is arranged into six functions. Each function is divided into clusters, and within each cluster are service areas/teams.  |
| About the Operations Function  |
| This function brings together the leadership of the ACC “in house” delivery functions. It is deliberately aimed at the removal of service specific silos and behaviours, and charged with joining up our service delivery, adapting to meet demand and continuous operational improvement.  |
| About the Operations & Protective Services Cluster |
| Responsible for the delivery of frontline services related to the cleanliness of the City, infrastructure services, fleet, transport, and protective services (e.g. environmental health).  |
| About the Road Service |
| The Road Service manages and maintains the road network for the Council in accordance with the Road (Scotland) Act 1984. This involves carrying out reactive and proactive maintenance of the road network and its associated infrastructure. The Road Service also responds to emergencies on the road network, including events relating to winter and flooding. |

|  |
| --- |
| About the Role |
|

|  |  |
| --- | --- |
| Job Title | Roads Inspector  |
| Pay Grade | G10 |
| Location | West Tullos Roads Depot |

To carry out road inspections, input detailed information into computer systems and generate defects and repair orders. Inspect works on completion of repairs to ensure compliance with drawings and specifications. Inspection of Public Utility and Private Road Works |

|  |
| --- |
|  |
| Key Outcomes and Task Examples |
| The post holder will deliver the following outcomes:  | Examples of related tasks: |
| Safety Inspection of Roads and Footways and other Council Assets  | * Inspecting the road carriageway network for defects
* Inspecting the footway network for defects
* Inspecting other roads related assets installed within the road
* Ad-hoc inspections as required
* Raise works orders for road and footway repairs
 |
| Compliance with the Road Scotland Act 1984 | * Issue legal notices as required
* Investigate where non-compliance with the Road Scotland Act is occurring (such as overhanging foliage)
* Inspect the road network for illegal driveways
 |
| Ensure adherence to Health and Safety requirements  | * Ensure compliance with Health and Safety requirements
* Drive in accordance with he Driving at work guidance
* Wear Personal Protective Equipment as required
 |
| Office Based Tasks | * Assistance in dealing with enquiries and complaints
* Keep abreast of development in postholders area of technical responsibility
* Log defects on asset management system
* Participate in meetings as required
 |

|  |
| --- |
| Role Requirements  |
| This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements. |
| Minimum Qualification(s) / Certificates / Memberships etc. required | * Standard Grades or equivalent
* Full UK Driving Licence
 |
| As a minimum, demonstrate skills and experience in | * Proven ability to use a range of computer-based systems including Office 365 packages and Microsoft Teams
* Proven ability to take a logical and analytical approach to solving problems
* Proven ability to analyse different types of data
* Experience managing competing demands/priorities
* Proven ability to work independently and as part of a team
* Proven ability to communicate effectively, both verbally and in writing
* Proven ability to provide good administrative skills
 |
| As a minimum, demonstrate an understanding of | * Good computer skills
 |
| Demonstrate commitment to | * Complete the following online interactive courses:
* Data Protection Essentials – OIL Module
* Protecting Children  - OIL Module
* For Your Eyes Only  - OIL Module
* Freedom of Information - OIL Module
* Health and Safety training
 |
| Other requirements | * Work outside and on site in all weathers, on occasion
* Work outwith normal working hours where required
 |

|  |
| --- |
| Our Guiding Principles |
| We are all responsible for the culture we work in, and our Guiding Principles help guide what we expect from each other: |
| Purpose  | We care about our purpose, our people and our city |
| Pride | We take pride in what we do and work to make things better |
| Team | One team, one council, one city |
| Trust | We trust each other and take responsibility |
| Value | We value each other and recognise a job well done |

|  |  |  |  |
| --- | --- | --- | --- |
| Function |  |  Version Date |  |
| Cluster |  | JE Number |  |  Capability Framework Level |  |