

Job title: **TECHNICAL OFFICER - Highway Licensing & Streetworks**

Department: Development & Growth

Service: TRAFFIC & SAFETY

Grade: E

Post reference number:

1. Job purpose

To assist in the provision of an efficient, effective and economic manner, with specific focus of the Council's role as Highway Authority whilst adhering to Corporate, Departmental and Government priorities.

The Technical Officer's primary purpose is to support the Service Manager and Technical Lead as part of a multi discipline team to effectively manage the highway network.

2. Principal duties and responsibilities

1. Ensure that licensed activities on the highway are carried out in compliance with relevant legislation, including the Highways Act 1980, Traffic Management Act 2004.
2. Provide advice and information in relation to licenses for third party works and other activities on the highway, prepare and issue licenses.
3. Respond to enquiries or complaints received by telephone, letter, email or in person regarding licensing matters affecting the highway.
4. Act as first point of contact for works promoters and other bodies regarding licensed activities on the highway. Provide appropriate advice, collate responses, and prepare replies.
5. Liaise with colleagues or external parties to organise meetings, collate information, producing and distributing agendas, minutes, and papers.
6. Undertake all administrative actions relating to the licensing and enforcement functions of the section, third party liability incidents, rechargeable works and recovery of costs from third parties.
7. Provide support to the Service Manager, Technical Lead, Principal Officer, Senior Officers and other colleagues within the Council when necessary to ensure that the service provision is maintained.
8. Prepare and serve enforcement notices in respect of unlicensed or non-conforming activities on the highway.
9. Operate relevant computer-based systems including preparing reports and other technical information in respect to highway activities.
10. Prepare and distribute publicity to the media and other organisations including the emergency services and public transport operators.

11. Work in both a team environment and on own initiative in organising and prioritising workload to achieve specific targets and deadlines.
12. Deliver services within the framework of corporate and departmental policies and priorities with regard to targets, service level agreements and quality management procedures. Ensure activities comply with statutory obligations placed on the Authority by legislation and financial regulations of the City Council.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder:
Project teams, Agency Workers and Consultancy staff where appropriate.

7. Post holder's immediate supervisor:
Technical Lead - Highway Licensing & Street-works, Network Management

Prepared by/author: Scott Harrison **Date:** October 2026

Job title: Service Manager, Network Management

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Person specification



Nottingham
City Council

Job title: **TECHNICAL OFFICER - Highway Licensing & Streetworks**

Department: Development and Growth

Service: Traffic & Flood Risk Management

Grade: E

Post reference number: 23622

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical Knowledge	Have a good level of numeracy and be highly literate in order to produce well written letters and reports.		✓		✓	
	Demonstrate a knowledge and understanding of current highway management issues and techniques.		✓		✓	
	Ability to interpret statistical and other technical data and produce accurate findings and observations.		✓			
	Ability to think quickly and effectively to support proactive interventions on the highway network to support priority highway users: public transport, pedestrians and cyclists.		✓		✓	
Communicating and working with others	Ability to communicate and work well with others, both internal and external, including work promoters, citizens, businesses, and other relevant parties.		✓		✓	
	Effective written communication skills in order to produce letters, technical reports, accurate records and publicity material.		✓		✓	
	Ability to deal effectively with matters in person, by telephone, email and letter as appropriate including liaison with outside organisations e.g. emergency services.		✓		✓	
	Experience of front-line customer service and the ability to work as part of a team and contribute to team objectives.		✓		✓	

Leadership & Performance	Ability to work on own initiative, to review, identify and implement constructive change for service delivery.		✓		✓	
	Ability to organise and prioritise own work to meet specific targets to develop and maintain appropriate systems and standards of operational performance.		✓		✓	
	A commitment to ensure corporate and departmental policies and procedures are adhered to.		✓		✓	
Information Technology	Ability to use and implement specialist ICT applications, the management of data, ensuring its security and integrity.		✓		✓	
	Experience of data collection and dissemination via electronic means		✓		✓	
	Ability to interrogate applications and systems to provide key performance monitoring information.		✓		✓	
Work to promote mutual respect and good relations	Values the contribution of others: Understands the impact of Nottingham City Council's Equality and Diversity Policy and practice on colleagues and citizens/customers.		✓		✓	
	Seeks a diverse range of views, ideas, feedback and contributions from colleagues, acknowledging and thanking colleagues for their input.		✓		✓	
	Pro-actively keeps colleagues and citizens informed of plans and updates them when things change.		✓		✓	
Work Related Circumstances	Ability to work outside normal office hours.		✓			
	A full driving licence with a willingness to drive a variety of works cars and vans to a variety of sites, when required, within the City boundary and to other locations as necessary.		✓			✓
	Willingness to comply with the City Council's non-smoking policy.		✓			

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

Prepared by/author: Scott Harrison **Date:** October 2026

Job title: Service Manager, Network Management