



## JOB DESCRIPTION

|                         |                                                          |
|-------------------------|----------------------------------------------------------|
| <b>POST:</b>            | <b>Public Realm Site Inspector and Technical Officer</b> |
| <b>DEPARTMENT:</b>      | <b>Public Realm</b>                                      |
| <b>REPORTING TO:</b>    | <b>Public Realm Professional Lead</b>                    |
| <b>RESPONSIBLE FOR:</b> | <b>NONE</b>                                              |
| <b>GRADE:</b>           | <b>4</b>                                                 |

## MAIN JOB PURPOSE:

Working within the Public Realm team to undertake a range of survey work, including site inspections, production of reports and plans to assist with boundary disputes and disposal of land, assisting and completing surveys of natural and built infrastructure within our public open spaces. Updating and increasing accuracy of our digital records using GIS and other information management systems.

## DUTIES AND RESPONSIBILITIES:

- a) Carrying out site inspections across Babergh and Mid Suffolk District Council.
- b) Checking maintenance regimes and standards in our open spaces, toilets, parks and open spaces.
- c) Identifying issues on the ground, specifying remedial action, or escalating request for action to Public Realm team or Operations Manager.
- d) Comparing digital records against information gathered during site visits and updating as appropriate.
- e) Creating new digital records from site visits, ground surveys and other data.
- f) Responding to queries from Councillors, BMSDC staff and members of the public about maintenance regimes, land ownership and access rights.

## Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. No
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

| <b>REQUIREMENTS</b><br>The postholder must be able to demonstrate:                                                                                                                                                                                                                                                                                                             | <b>MEASURED BY:</b><br>A Application form<br>I Interview<br>T/P Test/Presentation |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>EDUCATION/TRAINING</b><br><i>(Academic, vocational/professional and other training)</i>                                                                                                                                                                                                                                                                                     |                                                                                   |
| Educated to NVQ4 or equivalent in an environment-related subject or knowledge gained through relevant work experience.                                                                                                                                                                                                                                                         | A                                                                                 |
| <b>KNOWLEDGE &amp; EXPERIENCE</b><br><i>(e.g. report writing, office experience, Microsoft office)</i>                                                                                                                                                                                                                                                                         |                                                                                   |
| Knowledge of Property, Land and Buildings and how property is owned, managed and transferred<br><br>Understanding of public realm infrastructure and its management.<br><br>Experience of using GIS, maps and databases, identifying, editing and creating new features within these systems.<br><br>Experience of using Microsoft Office or similar in a working environment. | A/I<br><br>A/I<br><br>A/I<br><br>A/I                                              |

| <b>SKILLS/ATTRIBUTES</b><br>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)                                                                                                                                                                                                                                                                                                                        |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Excellent written communication skills                                                                                                                                                                                                                                                                                                                                                                                                          | A/I  |
| Active listening and verbal communication skills for effective communication with members of the public and colleagues                                                                                                                                                                                                                                                                                                                          | A/I  |
| Organisational skills, ability to multitask and manage time effectively to achieve commercial and time sensitive outcomes.                                                                                                                                                                                                                                                                                                                      | A/I  |
| Ability to read, analyse and interpret complex documents, plans, rules & regulations.                                                                                                                                                                                                                                                                                                                                                           | A/I  |
| Working knowledge of Microsoft Office suite.                                                                                                                                                                                                                                                                                                                                                                                                    | A/I  |
| Flexibility to adapt to changing workload                                                                                                                                                                                                                                                                                                                                                                                                       | A/I  |
| Full clean UK driving licence, access to own vehicle                                                                                                                                                                                                                                                                                                                                                                                            | A/I  |
| <b>BEHAVIOURS</b><br>Behaviours will be tested at interview against the Council's values (further detail below)                                                                                                                                                                                                                                                                                                                                 |      |
| Empowering, valuing and developing our people                                                                                                                                                                                                                                                                                                                                                                                                   | I/TP |
| Valuing our customers                                                                                                                                                                                                                                                                                                                                                                                                                           | I/TP |
| Being open and honest                                                                                                                                                                                                                                                                                                                                                                                                                           | I/TP |
| Taking ownership                                                                                                                                                                                                                                                                                                                                                                                                                                | I/TP |
| Being ambitious                                                                                                                                                                                                                                                                                                                                                                                                                                 | I/TP |
| <b>EQUALITY AND DIVERSITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |      |
| Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation). | A/I  |



# Our Values

...we believe in



OUR  
CUSTOMERS



BEING  
AMBITIOUS



TAKING  
OWNERSHIP



BEING OPEN  
and HONEST



OUR  
PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.