



RUGBY BOROUGH COUNCIL

JOB PROFILE

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|-----------------------|--------------------------------|
| Post No. | 50969 |
| Post Title: | Street Scene Support Assistant |
| Division/Team: | Street Scene Team |
| Grade: | Grade D |
| Service: | Operations & Traded Services |
| Reports to: | Street Scene Team Leader |
| Issue Date: | April 2025 |

PURPOSE OF THE JOB

To carry out the day to day operational & monitoring functions of the Street Scene Team and support the Street Scene Team Leader in highway works, public realm maintenance and co-ordination of structural inspections and maintenance.

The Street Scene Support Assistant will provide a frontline point of contact with the public and other agencies for all services which involve street scene. This will require the post-holder to take personal ownership of a range of service requests and identify appropriate colleagues or other agencies that can address the customer's needs.

The post-holder will receive direction and general supervision from the team leader but will be expected to work autonomously and under their own initiative for long periods of time.

The post holder will be responsible for co-ordinating the Street Scene operatives in their day-to-day tasks, ensuring the department is organised and KPI's are met for job turnarounds.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 The following functions and responsibilities are to be shared with the other staff in the Street Scene Team with the post-holder taking a lead role on a limited number of them at any one time.
 - 1.1 Assist in the effective and timely resolution of cross cutting public realm queries received via several sources. This will involve creative thinking to find solutions to unusual, complex and challenging public realm issues.
 - 1.2 Provide financial administration to the department with regards to journalling, invoicing, procurement and any other financial duties that may arise.
 - 1.3 Undertake minor surveying duties using measuring equipment and cameras.

- 1.4 Assist the Street Scene Team Leader with the procurement and project monitoring of capital and revenue works for the Street Scene Team.
- 1.5 Work closely with the Street Scene Team Leader to facilitate the production of tender and maintenance contract documents that are compliant with national requirements and local policies.
- 1.6 Day to day monitoring of existing maintenance contracts and scheduled works.
- 1.7 Supporting the implementation, growth and development throughout the department. Assisting in the promotion and visibility of the service throughout the borough and further.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 The post holder will support other Council initiatives with relevance to street scene from time to time.
- 2.2 Prepare a systematic schedule for the maintenance of street furniture and assist with the procurement of goods & services along with performance monitoring.
- 2.3 Keep records of own work activities in a systematic manner in order to set targets and monitor achievements.
- 2.4 Support colleagues in the Street Scene Team as may be required.
- 2.5 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None.

4. FINANCIAL RESPONSIBILITIES

Monitor commitment and expenditure against appropriate budgets.

Contribute to Journalling, invoicing and purchasing.

Scrutinise contractor estimates and invoices to check compliance with specifications and tenders etc.

5 RESPONSIBILITY FOR ASSETS AND DATA

Responsible for all equipment and data used in performing the duties of the role

6. EXTENT OF PUBLIC CONTACT

Regular contact with the public, councillors, contractors, agencies and other partners to deal with general enquiries and specific improvement actions

7. WORKING CONDITIONS

Office-based with some out-of-office site visits and monitoring inspections.

The post may involve the very occasional attendance at meetings outside normal office hours.

A full current driving licence is essential for this post.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Street Scene Support Assistant

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria | Essential/ Desirable | Method of Assessment |
|---|-------------------------|-------------------------|
| Excellent IT and communication skills | E | A,I |
| Experience of performance management and monitoring | E | A,I,R |
| Problem solving skills | E | A, R |
| A commitment to work within our CAN DO values | E | A, I |
| Experience/knowledge of procurement and financial control | D | A,I,R |
| Knowledge of H&S legislation, CDM Regulations and the New Roads and Streetworks Act | D | A,I |
| Experience of working as part of a multi-disciplinary team | D | A,I,R |
| Full valid driving licence | E | A,D |

| | |
|--|---|
| Application | A |
| Interview | I |
| Test (written, presentation, practical – eg word processing) | T |
| References | R |
| Documentary – eg certificates | D |