

Job Description and Person Specification

Role: Street Lighting PFI Contract Officer



Job Description

Job Title	Street Lighting PFI Contract Officer
Grade	7
Service	Traffic & Network Management
Reports to	Traffic Management – Principal Officer
Location	Friargate One
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

To support in the effective, efficient, customer focussed delivery of the Street Lighting Private Finance Initiative (PFI) Contract including working with the Service Provider in delivering, monitoring and enforcing performance in accordance with the contract. Provide technical support on all aspects of public lighting.

Main Duties & Key Accountabilities

- 1) To assist in the management of the contract in accordance with the prescribed timescales, performance standards and specifications as defined in the Project Agreement, Output Specification, Method Statements and schedules.
- 2) To carry out robust change management protocols updating changes such as new legislation, accruals/de-accruals, lighting standards and initiatives and new technologies within the Contract documentation.
- 3) Contribute to the implementation of measures for improving service delivery when required; notifying the Traffic & Road Safety Manager of any value for money opportunities and to participate in dispute resolution.
- 4) Provide technical advice to the Traffic & Road Safety Manager and Service Provider in the development of the Core Investment Programme (CIP) of lighting installations, with particular regard to the review and approval of lighting design schemes and similarly with developers and consultants in respect to Section 38 and 278 works during the CIP and ongoing.
- 5) Conduct surveys, site measures and post work inspections and liaise with both the Service Provider and the Independent Certifier as necessary. To undertake night inspections and photometric testing as required. To monitor progress and analyse performance.
- 6) To contribute to the improvement and effective management of systems, procedures and interfaces to support high quality service delivery, asset and performance management both within the Contract Management Team and in the Service Providers delivery of the PFI Contract.
- 7) To generate and interpret management information reports from corporate and service provider systems for analysing, measuring and monitoring performance. The production of reports and other such communications.
- 8) To undertake a partnership approach when working with the Service Provider, Independent Certifier and other stakeholders and to deputise for the Traffic & Road Safety Manager at internal and external facing meetings, seminars, forums and other relevant events as necessary.
- 9) Keep abreast of new and existing legislation such as National Roads & Street Works Act, Traffic Management Act 2004 and Highways Act 1980; new technologies and asset management techniques in respect of Street Lighting Activities.
- 10) To provide technical advice in response to complaints and members enquiries and to participate in the investigation and resolution as appropriate.

- 11) To review and provide advice to the Traffic & Road Safety Manager on the certification of the monthly Unitary payment to the Service Provider ensuring that correct contractual costs, charges and savings have been identified and applied in accordance with the performance standards and the payment mechanism.
- 12) To participate in the auditing of transactions, procedures, payment and systems to ensure the service provider is delivering value for money and compliant with the contract terms and conditions.
- 13) To ensure that all income generating activities provide to third parties such as fees for Section 38 and 278 works etc have been recharged or invoiced, keeping a full audit trail of activities, time and materials etc.

To deputise for the Traffic & Road Safety Manager as appropriate

- 14) Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
PFI Street Lighting Contractor Residents	All Internal Departments Elected Members

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Post holder will not have any direct reports
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Person specification

Job Evaluation Code	
Knowledge	
In depth knowledge of Street Lighting Specification Standards, EN13201 and BS5489 design standards and maintenance requirements	
A thorough knowledge of planned, and reactive maintenance repair techniques and of new installation and improvement works on highway electrical installations	
The principles of customer care and client focussed service delivery	
Knowledge of local government finance principles	
Knowledge of technologies, current and emerging, within the Street Lighting sector	
The principles of PFI in a Street Lighting context	
The principles of project and programme management	
In depth knowledge of performance monitoring	
In depth knowledge of contract management	
Knowledge of legislation relative to Health and Safety and National Roads and Street Works Act, Traffic Management Act 2004 and Highways Act 1980	
Skills and Abilities	
Proven ability to operate at a senior level within a large multifunctional organisation	
High level of interpersonal skills	
Excellent communication skills, written and verbal	
Ability to build and maintain relationships with a wide range of people	
Ability to analyse information and formulate proposed solutions	
Ability to plan, organise and prioritise workload	
Ability to produce clear, concise and cogent reports	
Testing and inspection of highway electrical installations	

Ability to interpret drawings and assess lighting installations against a specification
Ability to interpret contract documentation.
Computer skills to interpret and analyse data, including from inventory, GIS and customer relationship systems.
Able to use lighting design software
Experience
Experience of Street Lighting contracts and the interpretation of contract documentation
Experience of monitoring and managing the performance of a Street Lighting installation against an output specification
Experience of column replacement programmes
Experience of liaising with Members, Stakeholders and the public
Experienced in producing lighting designs using Lighting Design software to British and European Lighting Standards
Experience of interpreting street lighting inventory data from asset management and GIS applications
Experience in researching, preparing and presenting reports
Experience of dispute resolution
Experience of electrical engineering
Qualifications
ILE Exterior Diploma Module 1 or 2 or
G39 Qualification or
NRSWA Supervisor Qualified or
A relevant electrical engineering qualification or Relevant experience
ILE Exterior Diploma Module 1 or 2 or Relevant experience

Special Requirements
Requirement to work outside normal office hours as required Hold a current full UK Drivers Licence

Date Created		Date Reviewed	March 2024
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