

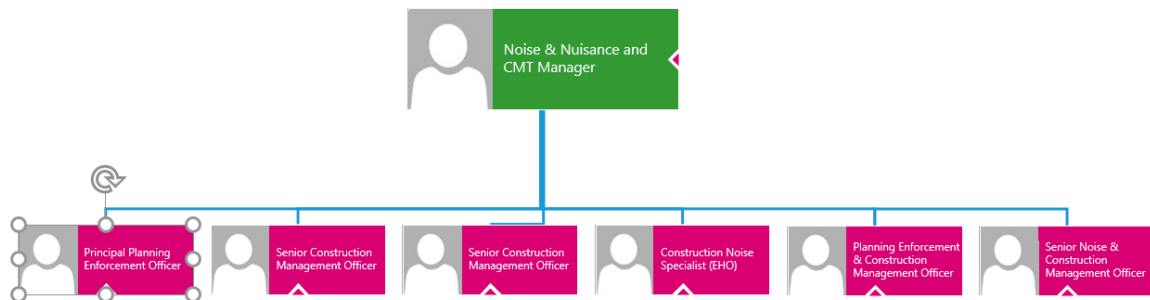
JOB DESCRIPTION

Job title	Senior Noise and Construction Management Officer
Directorate	Environment and Neighbourhoods
Service	Environmental Health Services
Team	Construction Management Team
Grade	F

DBS Check Required	No
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Team Manager – Noise & Nuisance and Construction Management Team
Employees directly supervised (if applicable):	N/A

Organisational structure chart *(job titles only, no employee names)*



1. JOB PURPOSE:

To protect residents and stakeholders from the impact of construction activity within the Royal Borough by ensuring effective control of noise, vibration, and associated impacts through the Council's Code of Construction Practice, Construction Bond Scheme, proportionate enforcement and informed negotiation.

To act as the Council's specialist advisor within the Construction Management Team (CMT) on construction noise and vibration ensuring the effective application of the Control of Pollution Act and related powers to safeguard residents.

To work collaboratively with CMT colleagues and wider Directorate partners to deliver a co-ordinated, multi-disciplinary approach to managing construction impacts, maximising cost-recovery through the Construction Bond Scheme, and identifying opportunities for income generation and recovery.

2. DESCRIPTION OF DUTIES:

- Provide specialist knowledge and experience in construction noise and vibration including mitigation and control measures, to protect residents from excessive impacts arising from building works across the borough.
- Review, assess, and where necessary seek amendments to applications for Section 61 Prior Consents, dispensations and variations, leading to their approval in accordance with the requirements of the Council's Code of Construction Practice, Control of Pollution Act 1974, Best Practicable Means, BS 5228, and other relevant legislation and guidance.
- Ensure chargeable activities, inspections and related enforcement actions are accurately recorded to maximise cost recovery and fee compliance.
- Act as the team's specialist advisor on construction noise and vibration matters, providing technical advice and guidance on the application of relevant legislation, standards and best practice.
- Pro-actively serve Section 60 Notices under the Control of Pollution Act 1974, to secure compliance with the Council's Code of Construction Practice and associated statutory requirements.
- Carry out chargeable initial site Assessment visits (ISAVs) and regular Site Monitoring visits (SITVCs) to construction sites subject to pre commencement planning conditions requiring compliance with the Council's Code of Construction Practice and the Construction Bond Scheme.
- Assess and score sites against the relevant scoring templates and produce written reports to contractors following site visits, setting out actions required to achieve compliance. Ensure all visits are accurately recorded to ensure cost recovery of visits through construction bond scheme.
- Undertake compliance checks against relevant requirements under the Highways Act 1980 in relation to highway licensing (e.g. temporary structures, skips) to facilitate

ISAVs and SITVCs and report any infringements to Highways Enforcement colleagues and the Street Enforcement Team.

- Monitor compliance Construction Traffic Management Plans (CTMPs) gathering evidence of any breaches for consideration of enforcement action by planning enforcement colleagues, and Prepare witness statements, prosecution files, evidence bundles and supporting documentation.
- Administer the Construction Bond Scheme administration including processing applications, ensuring compliance with pre commencement planning condition, undertaking inspections (ISAVs and SITVCs) and managing final inspection and bond refunds.
- Take enforcement action, in line with departmental policy, in relation to breaches of S60 Notices and S61 Prior Consents including preparing prosecutions cases and acting as an expert witness where required.
- Work collaboratively with internal stakeholders including Transport Planning, Parking, Highways Licensing, Network Management, Building Control, Noise and Nuisance, Street Enforcement to identify legal contraventions, fee avoidance and cross cutting-issues.
- Provide proactive technical oversight and co-ordination of noise and vibration issues arising on larger and more complex construction sites.
- Provide expert professional and technical advice to residents, businesses, colleagues and partner services.
- Support and upskill colleagues by providing advice and guidance on construction-related noise and vibration where specialist knowledge is required.
- Remain up to date with legal and technical developments in construction noise and vibration and share relevant updates and good practice with colleagues. Undertake site inspections and monitoring including outside normal working hours where required.

The duties and responsibilities outlined are not exhaustive and the post holder may be required to undertake other reasonable duties as directed by your manager, Head of Environmental Health or Director.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Essential: Institute of Acoustics (IoA) Certificate of Competence in Environmental Noise Measurement, or equivalent recognised qualification in environmental noise assessment.

C Skills, knowledge and experience

- Experience in the noise and nuisance field with good knowledge and understanding in the abatement of construction noise and vibration.
- Experience of assessing and determining applications, consents, approvals or permits under regulatory legislation.
- Experience of administering, monitoring or enforcing compliance schemes associated with planning, construction or environmental regulation.
- Experience of dealing with the impacts of major construction projects involving noise and nuisance issues.
- Detailed working knowledge and experience of application of relevant legislation and powers (principally the Control of Pollution Act 1974) and standards (BS5228)
- Experience of undertaking enforcement from the serving of notices, collection of evidence, undertaking PACE interview, to writing witness statements, preparation of legal cases and attendance in court to give evidence.
- Some basic knowledge and understanding of the requirements and enforcement powers of Highways Act 1980 e.g. Highways licensing for temporary structures, skips, etc. on the highway/footway.
- An understanding of the role of the planning enforcement regime with respect to the work of the Construction Management Team, principally in relation to the operation of the construction bond scheme and the control of construction traffic.
- Experience of investigating complaints and taking appropriate follow up action, and providing updates to residents, and be capable of communicating technical information in an understandable way in simple straightforward language.
- Be capable of keeping detailed, concise and accurate records of all visits and actions.
- Ability of preparing and writing complex report to support enforcement action under relevant legislation.
- Handles confrontational situations with confidence, professionalism, assertively and impartially maintaining a calm and assertive approach to achieve resolution.
- Strong listening and negotiation skills when resolving complaints informally where possible, balancing needs of residents with construction requirements.
- Adapts communication approach to a range of stakeholders including residents, contractors and legal colleagues to achieve effective outcomes

OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.
They guide our interactions with residents, businesses, visitors, partners and each other.
They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

G

WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.