

JOB DESCRIPTION

JOB TITLE: Technical Officer (Local Engineering)

JOB NO: H44/1

GRADE: B

DIVISION: Highways and Infrastructure

NO OF POSTS: 1

SECTION: Local Highway Services

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1. **Job Purpose**

The Technical Officer role is to provide support of a technical nature and assist officers within Local Engineering service area in the management of resources and take individual responsibility for the delivery of service both at Central and Districts level. The Technical Officer will report directly to the Line Manager and assist other Officers in discharging their duties and highway service.

2. **Duties & Responsibilities**

To assist to carry out following duties and responsibilities:

1. Delivery of Local Engineering and highway improvement schemes included in the Capital and Revenue Programmes.
2. Assist in the development, design and implement schemes and in co-ordination with Local Engineers and other service area teams.
3. Assist in the preparation of design solutions, evaluation of options and costs in line with Corporate Projects and Programmes Governance procedures.
4. Comply with technical specifications and assist in their development and also an awareness of CDM regulations and their applications.
5. Prepare and present briefs, proofs of evidence and reports on the other range of issues.
6. Develop and deliver city wide Traffic Regulation Orders – Temporary and Permanent as necessary.
7. Carry out consultation and engagement with internal and external stakeholders as necessary.
8. Liaise with contractors and supervise implementation of schemes as necessary.
9. Manage scheme budgets in liaison with Finance teams and close down scheme accounts as and when necessary.
10. Raise works orders and provide support in establishing and implementing necessary monitoring and reporting protocols/processes/systems.
11. Respond to letters/petitions/emails enquiries as required.
12. Demonstrate achievement of performance at an individual, team and service group level.
13. Support to prepare and implement Equality Assessments, Business Plan, Service Plans and Risk Assessments for the achievement of service area aims and objectives.
14. Represent the interests of the Service Group and City Council as required and to contribute towards the development of an accessible, comprehensive and responsive organisation.
15. Comply with Standing Orders, Financial Regulations, and legislative requirements relevant to the services provided, including those relevant to external audits.
16. Manage and encourage Good Health and Safety practices and Equality of Opportunity in own role, highway service delivery and employment.

- 17. Undertake work outside of normal hours which may include attendance at evening meetings.
- 18. Any other duties commensurate with the grading.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. **Supervision Received**

3.1 **Supervising Officer Job Title:** Local Engineering Manager

Job Ref: H41/1

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are **indirectly** supervised i.e. through others).

Post Title	Grade	No. of Posts	Level of Supervision
N/A			

5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Other Details

Performance measures and plan of action will be agreed and assessed as part of the post holder's Appraisal process. It will be necessary for the post holder to adopt a flexible approach to this work and the deployment of resources and to work such hours as are dictated by the needs of the service including possible attendance at evening and weekend meetings.

Contacts

Internal and External - Officers of the Local Engineering Team and Highways teams; other Service Groups and Directorates; members of the public and their representative groups; elected Members; Contractors; Partners; Consultants and other external organisations.

Job Description

Post: Technical Officer (Local Engineering) Salary/Grade: B

Division: Highways and Infrastructure **Section:** Local Highway Services

Directorate: Inclusive Growth

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T - Test or Exercise.

CRITERIA	ESSENTIAL	M.O.A.
Experience (Relevant work and other experience)	1. Awareness of design, development and implementation of highway improvement schemes using AutoCAD and other computer packages.	AF/I
	2. Knowledge in a wide range of highway related projects.	AF
	3. Preparation of reports and briefs, in compliance with corporate Governance procedures.	AF/I
	4. Awareness of Traffic Regulation Orders process.	
	5. Experience in meeting with the general public and their representatives to discuss, develop, resolve and implement solutions.	AF/I AF/I
	6. Demonstrate an awareness of the Engineering Services technical standards and policy issues in relation to highway improvement schemes etc.	I
	7. Experience of working with contractors in a highway related discipline.	AF/I
	8. Monitoring/management of scheme budgets.	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	1. Awareness of designing highway improvement schemes in accordance with engineering standards.	I/T
	2. Good negotiations, consultation and interpersonal skills including both verbal and written communication – reports/briefs/letters/petitions.	I/T
	3. Ability to prioritise, manage own workload and deliver work within set time scales and financial constants.	I
	4. Ability to proactively work as part of a team and to adapt to working in a variety of projects.	I
	5. Understanding the value of team working, roles within and motivation of the team.	I
	6. Able to motivate and bring forward innovative ideas and solutions.	AF
	7. Able to assist with the instigation and management of change successfully.	I
	8. Ability to work in a way which promotes Equal Opportunities, Customer Care and Health and Safety.	I
	9. Understanding the values of the customer.	I
	10. Be aware of the relevant Highway Acts of Parliament and Regulations, legislation that cover transport and highway matters.	I
	11. Utilise logic and lateral thinking to identify and explore different ways of achieving results.	AF/I

	12. Awareness of computer aided design softwares. 13. Able to demonstrate keyboard skills in the production of a letter and reports and to use packages such as Excel, Words, Power point and other relevant IT systems.	AF/I AF/I/T
Training & Development	1. Evidence of Continuous Professional Development. 2. Commitment to undertake future training and development.	AF/I AF/I
Education/Qualifications NB: Full regard must be paid to overseas qualification	Relevant civil engineering related qualifications or equivalent professional qualification to design highway improvement schemes. Qualified to NVQ level 3 or equivalent to meet the entry requirements onto BTEC.	AF/I AF/I
Other	A valid driving licence is essential.	

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.