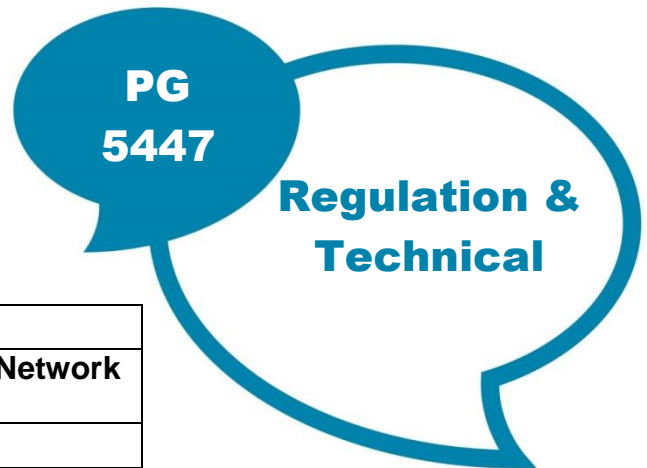


Post Specification



Date	August 2020
Post Title	Assistant Highways Network Technician
Job Family Role Profile	RT6
Final Grade	Grade 6

To be read in conjunction with the job family role profile

Service Area description
Highways & Transport
Purpose of this post
To work as a team member in the preparation, design and processing of highway improvement and maintenance projects, undertaking inventory collection, processing of adoption of highways and winter maintenance activities to given timescales. costs and specification
Key job specific accountabilities
<ul style="list-style-type: none"> • To carry out activities relating to Surveys, design, specification associated with highway improvement and maintenance projects and activities, undertaking inventory collection, and winter maintenance activities. Carry out duties using the computer systems and other available systems • To carry out surveys and produce data for input to the appropriate asset management register • Provide basic technical advice and project advice to colleagues across the Hghways and Transportation service in respect of the activities undertaken • Planning and organising own work programme/s to meet given deadlines • Providing advice on the application of legislation, regulation, policy and principles to both internal and external customers of the Council • Inspecting and assessing compliance with Council policies and regulatory frameworks, and enforcing/assuring their application. Instructing parties to contracts relevant to area of work • Inspecting and assessing compliance with contract delivery and undertaking monitoring of expenditure • Compiling reports and information on related issues, work programmes and Council initiatives • Issue work and instructions to contractors and other suppliers and organise coordination of activities with own team including collection of appropriate inventory information and updating of records. Carry out the collection and analysis of inventory information as part of the management process • Assist with the organising and coordination of the work of the team

- Taking responsibility for personal safety when undertaking activities especially on Site and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the Council and the general public
- To relocate to and work within other functional teams as required to deal with work demands across the Highways and Transportation service
- Produce designs, drawings, specification, contract documents including bills of quantities in respect of relevant projects
- Contributing to effective team working
- Deal With enquiries and complaints in accordance with established protocol end produce letters and reports relevant to the issues raised
- Liaise with stakeholders and other parties both internal and external to the Council
- To maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Work within relevant professional practice/standards/guidance as defined by a framework of Council best practice and procedures, as well as legislative guidelines
- Carry out other tasks commensurate with the grade as required by be Highway Network Engineer

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

- Relevant technical, vocational or part- professional qualification
- Experience of working in a relevant technical team environment
- Letter writing and report writing experience
- Knowledge of local government
- Knowledge of highway maintenance activities
- Understanding of the importance of the application of standards in the highway maintenance process
- Ability to draft reports and letters
- Ability to work to deadlines and prioritise workloads
- Computer literate and ability to use Microsoft Office Word and Excel
- Ability to liaise effectively with people and bodies internal and external to the Council
- An effective communicator
- To be self-motivating and be able to react and respond to the job demands
- To be able to seek advice from other team members as appropriate
- Able to work outside of normal office hours
- Have a flexible approach to work
- A proactive interest in self-development
- Presentation and communication skills
- Self-motivating.
- Co-ordination skills.
- Experience of dealing with the public or working in a Local Government Environment (Desirable)
- Experience Of highway, transportation or construction design (Desirable)
- A clear understanding of the operations of the Highways and Transportation Service (Desirable)
- Understanding of political processes in a County Council setting (Desirable)
- Knowledge of local political structures (Desirable)
- Maintains an up to date knowledge of the relevant industry (Desirable)
- Ability to work in a team situation and to motivate others. (Desirable)
- Ability to use design, asset management computer systems including Autocad (Desirable)

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances**Emotional Demands**

- Minimal

Physical Demands

- Normal

Working Conditions

- No additional demand

Other Factors

- Able to travel throughout the County