

Post Specification

Post Specification - Key Information

- **Post Title: Assistant Highways Network Technician**
- **Date: January 2023**
- **Post Group Number: 5447**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT6**
- **Final Grade: Grade 6**

To be read in conjunction with the job family role profile.

Service Area Description

Highways and 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

- 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 Highways 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:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Qualifications:** Relevant technical, vocational or part- professional qualification
- **Knowledge:** Knowledge of local government, knowledge of highway maintenance activities and computer literate and ability to use Microsoft Office Word and Excel
- **Experience:** Experience of working in a relevant technical team environment
- **Expertise:** Ability to draft reports and letters, ability to work to deadlines and prioritise workloads, ability to liaise effectively with people and bodies internal and external to the Council, an effective communicator and to be self-motivating and be able to react and respond to the job demands.

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 demands
- **Other Factors:** n/a

Other Factors:

- Able to work outside of normal office hours and able to travel throughout the County