

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>7RT</b>	<b>Role Title</b>	<b>Technician Design Engineer (PDP)</b>
<b>Grade</b>	PS7	<b>Reports to (role title)</b>	<b>Principal Design Engineer / Senior Design Engineer</b>
		<b>Directorate</b>	<b>Environment and Infrastructure</b>
<b>JE Band</b>	228-268	<b>Service</b>	<b>Highways and Transport Local Highway Services Group</b>
		<b>Team</b>	<b>Highway Design and Delivery</b>
		<b>Date Role Profile created</b>	<b>05.05.17</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The purpose of the role will be to proactively support the team of Engineers in the design, contract management and delivery of highway improvement &amp; road safety schemes and major projects.</p> <p>The Technician Design Engineer will undertake the design of minor schemes and under supervision, the design of highway schemes of medium complexity. They will utilise their knowledge of the relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management, thereby ensuring that projects are delivered to time, quality and contract requirements, and that best practice standards are met.</p> <p>The post holder will be required to participate in a formal training development plan to achieve appropriate qualifications to gain a technical and professional qualification.</p>
<b>Work Context</b>	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. These are the most valuable assets managed by Surrey County Council and are critical to the economic growth of the County. As such the service manages significant financial, health and safety and reputational risks.</p> <p>The Technician Design Engineer will work alongside and undertake highway engineering designs in the Local Highway Service's Highway Design &amp; Delivery Team, which has two functions;</p> <ul style="list-style-type: none"> <li>• a design team to work with Clients to develop feasibility, outline and detailed design solutions, along with providing expert engineering design and professional advice, and</li> <li>• a contract and project management team providing contract administration and ensuring schemes are built in accordance with the contract, to time, quality and budget .</li> </ul> <p>The postholder will be based in Merrow but will be expected to visit sites around the County as part of their design role and therefore will be required to hold a valid driver's licence. In undertaking and improving our network that is open 24/7, there may be occasions when the postholder will be required to work outside of normal office hours in this role.</p>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	Although no Budget Management responsibility, the postholder will have responsibility and accountability for ensuring that the design of their schemes are within the allocated budget (individual scheme value likely to be up to £25k),

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency.</li> <li>Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.</li> <li>Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.</li> <li>Communicate and liaise with service users and/or external contacts, representing the team/service as required.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>May assist in the management of a small budget or recovery of income.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>Collate data, prepare reports/statistics to meet statutory/management information requirements.</li> <li>Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.</li> <li>Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF).</li> <li>Knowledge of relevant technical area including, where appropriate, relevant practical skills.</li> <li>For some roles a relevant degree may be required.</li> <li>Good IT skills, including MS Office and database management systems.</li> <li>Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people.</li> <li>Ability to prepare and present reports in a logical and digestible format.</li> <li>High level administrative, analytical and organisational skills.</li> <li>Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>A methodical approach to information gathering, recording and reporting.</li> <li>Typically previous work experience in a relevant environment.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>BTEC L3 engineering qualification or non-engineering qualifications for acceptance onto HNC</li> <li>Working towards membership of a relevant professional body (e.g. ICE, IHE, CIHT etc.)</li> <li>Minimum 2 years' experience in the Highway Engineering field</li> <li>Evidence of ongoing personal and professional development.</li> <li>Good user of Autocad and relevant associated packages.</li> <li>Some knowledge of relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management.</li> <li>Experience in the design of minor highway improvement schemes and under supervision, the design of highway schemes of medium complexity.</li> <li>A full valid driving licence.</li> </ul>

**Role Summary**

Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.