

Role Profile

Part A - Grade & Structure Information

Job Family Code	6RT	Role Title	PDP Highway Design Technician
Grade	PS6	Reports to (role title)	Design Lead
		Directorate/School	Place
JE Band	192-227	Service / Department	Design Office, Major Infrastructure Delivery
		Date Role Profile was created	Apr-26

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.

Role Purpose including key outputs	<p>The purpose of the role will to proactively support the team of Engineers in the design, contract management and delivery of highway improvement & road safety schemes and major projects.</p> <p>The Highway Design Technician 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>
Work Context	<p>Place is a large and complex directorate with responsibilities including facilitating safe and reliable journeys, shaping places for our customers, achieving sustainability and climate changes targets and always putting the customer first while providing excellent value for taxpayer money.</p> <p>The service operates in an environment with significant political engagement, and has daily contact with MPs, Cabinet members, backbench Members and committees.</p> <p>Excellent customer service is standard and the postholder will be expected to embrace this in their approach, ensuring they put the customer at the heart of everything they do.</p> <p>The range of improvement schemes depend on current priorities but will include measures from cycle paths through to large scale junction works. This role is within the Design Office Pooled Team and the workload could be covering schemes in either Team 1 or Team 2.</p> <p>There may be the need for occasional weekend and evening work.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	None but will be expected to support the use of budgets

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Support senior colleagues to deliver initiatives and projects as required. • Deliver a range of administrative and/or customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service. • May be required to assist in the recruitment, selection and supervision processes to ensure high standards of team delivery. <p>Resources</p> <ul style="list-style-type: none"> • May be required to raise invoices and manage payments. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Provide and manipulate data for statistical purposes and run and present standard reports. • Assist in undertaking research and analysis of information and prepare reports in prescribed formats. • Prepare and dispatch a range of correspondence/ documents to ensure efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & 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. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Willingness to undertake professional/vocational study where appropriate. • Basic understanding of the relevant area of work. • Good written and oral communication skills with the ability to build sound relationships with customers. • Good IT skills including database management systems, email and MS Office . • Ability to work with others to improve customer service. • Good administrative, analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Typically previous relevant work experience in an environment supporting staff and/or public.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • A minimum of five GCSEs (or equivalent) at grade A to C including Maths and English. • A desire to progress and gain a professional qualification eg Eng Tech. • Evidence of ongoing personal and professional development. • A knowledge and understanding of the relevant principles, practices and procedures relating to Highway Design, contract and project management, and construction. • A knowledge and basic use of Autocad as a tool in design techniques as a minimum and a willingness to undertake a formal training course in Autocad.
<p>Role Summary</p>	<p>Roles at this level typically work as part of a team to provide technical support and assistance within a given discipline and assist senior colleagues with their duties. They will carry out a range of technical administrative support or practical tasks using knowledge of general office routines and procedures, together with a broad understanding of the specific work of the service area. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in all the procedures of their specialism.</p>