

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>6RT</b>	<b>Role Title</b>	<b>PDP Highway Construction Compliance Assistant Technician</b>
<b>Grade</b>	PS6	<b>Reports to (role title)</b>	<b>Highway Construction Compliance Team Leader</b>
		<b>Directorate/School</b>	<b>Highways Transport and Environment</b>
<b>JE Band</b>	192-227	<b>Service / Department</b>	<b>Network and Asset Management Group</b>
		<b>Date Role Profile was created</b>	<b>Aug-18</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 post holder will be supported to develop skills in order to undertake specialist laboratory and site based testing activities to UKAS standards. The post holder will be supporting economic prosperity by ensuring schemes are delivered to highest standard with a right first time approach.</p> <p>As this is a career development post, the post holder will need to complete in-house and external training. This will incorporate a good understanding of material and test specifications. The post holder will become capable of performing all routine test activities within the laboratory, including an in depth knowledge of why the testing is taking place including implications of non-compliant materials. Training will also be provided to cover all elements of site work.</p> <p>You will develop skills, competencies and relevant experience required to gain a professional qualification in civil engineering.</p>
<b>Work Context</b>	<p>Within this role the post holder will perform specialist laboratory and on-site testing as well as on-site sampling, site inspections and material investigations, and contribute to the management of internal and external clients in accordance with SCC business principles to maximise opportunities, income and fee recovery and ensure delivery is customer focused, accessible and cost effective.</p> <p>The role involves assisting in managing the planning and implementation of all Highway Construction Compliance Team functions.</p>
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A

<p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Support senior colleagues to deliver initiatives and projects as required.</li> <li>• 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.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.</li> <li>• May be required to assist in the recruitment, selection and supervision processes to ensure high standards of team delivery.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• May be required to raise invoices and manage payments.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Provide and manipulate data for statistical purposes and run and present standard reports.</li> <li>• Assist in undertaking research and analysis of information and prepare reports in prescribed formats.</li> <li>• 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.</li> </ul> <p><b>Duties for all</b></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>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Willingness to undertake professional/vocational study where appropriate.</li> <li>• Basic understanding of the relevant area of work.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Good IT skills including database management systems, email and MS Office .</li> <li>• Ability to work with others to improve customer service.</li> <li>• Good 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 relevant work experience in an environment supporting staff and/or public.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>• This is a career progression role requiring the post holder to commit to a program of study and gaining relevant skills</li> <li>• May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role.</li> <li>• May be required to hold practical knowledge or experience relevant to the role. – can add enrolment to course specify</li> <li>• Experience of working in a busy office environment providing support to staff and/or the public.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and have good numeric skill able to analyse relevant data and information.</li> <li>• A full valid driving licence is essential to travel around the County to meet the requirements of the role. The post holder must be willing and have the ability to work at night as the job requires.</li> </ul>
<b>Role Summary</b>	<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>
<b>Reference Number</b>	BM-2018-181B

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