

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	7RT	<b>Role Title</b>	<b>Engineering Project Technician</b>
<b>Grade</b>	PS7	<b>Reports to (role title)</b>	<b>Principle Structures Engineer/Senior Drainage Engineer/Highway Engineering Team Leader</b>
		<b>Directorate</b>	<b>Environment and Infrastructure</b>
<b>JE Band</b>	228-268	<b>Service Group</b>	<b>Highways and Transport Network and Asset Management</b>
		<b>Team</b>	<b>Infrastructure Schemes/Highway Engineering Team</b>
		<b>Date Role Profile created</b>	<b>07.05.17</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 is to provide a technical and administrative function to support the day-to-day duties of engineers to ensure all schemes are delivered to time, cost, quality and contract requirements, and that safety and best practice standards are met.</p> <p>The post holder will also be responsible for a number of minor low value individual carriageway, footway, drainage, safety barrier and structures schemes. The post holder will be expected to develop skills, competencies and relevant experience and progress towards technical and professional qualifications in civil, highway or structural engineering.</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, including flood risk management.</p> <p>The role of the Network and Asset Management Group is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies. The group also provides a directorate wide business and consultancy function.</p> <p>The group works jointly with a range of partner organisations to identify and deliver planned maintenance improvements and leads on several statutory duties including network management and safety and flood management.</p> <p>The role will support the design and delivery of annual and 5 year maintenance and improvement programmes. In the Infrastructure Schemes Team, this would be for structures, drainage and vehicle restraint systems, and carriageway and footways in the Highway Engineering Team.</p> <p>Both teams are co-located with maintenance contractors at the Highways Depot in Merrow, and the role is a mix of office and site work. A full valid driving licence is essential to travel around the County to meet the requirements of the role.</p>
<b>Line management responsibility</b> if applicable	None.
<b>Budget responsibility</b> if applicable	The role holder will be responsible for directly managing the budget of their individual schemes with an average between £5,000 to £50,000 per scheme although the value may increase depending on scheme size. The role holder will also be responsible for supporting engineers in the overall team budget responsibility of up to £15,000,000 which may vary to year.

<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>ONC engineering qualification or non-engineering degree.</li> <li>Progression towards a professional qualification eg Eng Tech.</li> <li>Evidence of ongoing personal and professional development.</li> <li>A good working knowledge of the range and relevant principles, practices and procedures relating to Civil, Highway or Structural Engineering and Maintenance.</li> <li>Relevant experience of a local authority engineering environment?</li> <li>A full valid driving licence</li> <li>A willingness to travel round the county to meet the demands of the role</li> </ul>
<p><b>Role Summary</b></p>	<p>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.</p>
<p><b>Reference Number</b></p>	<p>BM-2017-173</p>