

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Highway Construction Compliance Technician
Grade	PS7	Reports to (role title)	Highway Construction Compliance Team Leader
		Directorate	Highways Transport and Environment
JE Band	228-268	Service	Network and Asset Management Group
		Team	Laboratory and Survey Team
		Date Role Profile was created	Aug-18

## 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>To assist the team in the planning and implementation of all Highway Construction Compliance Team functions and provide sound guidance and advice for Surrey Highways. Perform specialist laboratory testing and on-site sampling and testing within the United Kingdom Accreditation Service (UKAS) and to undertake site inspections, plant visits and other materials investigations.</p> <p>Work in a professional manner and in accordance with best business practices in order to maintain existing services and develop further internal and external project opportunities in line with the aims of objectives of Surrey Highways and Transport.</p> <p>Play a key role during the annual UKAS assessment.</p>
<b>Work Context</b>	<p>The post holder must work closely with others in Surrey Highways and contractors, to develop joint ownership of practical solutions and proposals relating to all materials and infrastructure assets within Surrey.</p> <p>The post holder may contribute to the management of internal and external clients, including regular enquiries from both contractors and other key stakeholders within Surrey Highways. Be prepared to undertake internal and external training.</p>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<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. 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>

	<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  Values: To uphold the values and behaviours of the organisation.  Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  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.  To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<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>
<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>• A minimum of 5 GCSEs at Grade A-C or equivalent along with a desire to progress in an engineering environment.</li> <li>• A working knowledge of materials testing, pavement management and asset survey systems, processes, practices and procedures</li> <li>• A working knowledge of UK BS and EN materials testing standards with Highway construction knowledge.</li> <li>• Adaptable and flexible, ability to work under pressure</li> <li>• A full valid driving licence is essential to travel around the County to meet the requirements of the role.</li> <li>• 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 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>
<b>Reference Number</b>	BM-2018-181A

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