

Role Profile

Part A - Grade & Structure Information

Job Family Code	5RT	Role Title	PDP Highway Design Technician
Grade	PS5	Reports to (role title)	Design Lead
		Directorate/School	Place
JE Band	161-191	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"> • Contribute to scheme and project development by providing basic project support and effective organisation of meetings and activities. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Adhere to established processes, standards of service delivery and use of equipment 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 customers to provide a timely, courteous and efficient service. • Develop strong relationships with partners and stakeholders to deliver a timely and efficient service. <p>Resources</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assist in the delivery of relevant assessments/ investigations. • Ensure information and records are processed and stored to agreed procedures. • Assist in providing and manipulating basic data for statistical and other reports. • May run and present standard reports. • Prepare and despatch a range of standard correspondence / documents to ensure an 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.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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.</p> <p>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 3 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. • May be required to hold a certificate of competency in a defined area (E.g. First Aid at work) relevant to the role . • May be required to hold practical knowledge or experience relevant to the role. • Competent in a range of IT tools, including databases, email and MS Office. • Ability to work with others to provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Able to prioritise and plan own workload in the context of conflicting priorities. • Experience of working in a busy office environment providing support to staff and/or the public. • Good numeric skill able to analyse relevant data and information.
<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 5 GCSEs (or equivalent) at grade A to C including Maths and English. • A commitment and keenness to learn with a desire to develop a career in an engineering environment.
<p>Role Summary</p>	<p>Roles at this level typically provide a technical support or practical support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in the procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales.</p>