

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	5RT	<b>Role Title</b>	PDP Highway Construction Compliance Trainee
<b>Grade</b>	PS5	<b>Reports to (role title)</b>	Highway Construction Compliance Team Leader
		<b>Directorate/School</b>	Highways Transport and Environment
<b>JE Band</b>	161-191	<b>Service / Department</b>	Network and Asset Management Group
		<b>Date Role Profile was created</b>	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 develop skills in order to undertake routine laboratory and site based testing activities to United Kingdom Accreditation Service (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 in order to develop in this role. This will incorporate a good understanding of material and test specifications. Be capable of performing all routine test activities within 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>We will provide support to enable the post holder to develop skills, competencies and relevant experience required to gain a professional qualification in civil engineering.</p>
<b>Work Context</b>	<p>To perform basic laboratory and on-site testing as well as on-site sampling; building up experience to perform more specialised testing and sampling. Provide support 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>To assist in the 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> 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>• Contribute to scheme and project development by providing basic project support and effective organisation of meetings and activities.</li> <li>• 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.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Adhere to established processes, standards of service delivery and use of equipment 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 customers to provide a timely, courteous and efficient service.</li> <li>• Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assist in the delivery of relevant assessments/ investigations.</li> <li>• Ensure information and records are processed and stored to agreed procedures.</li> <li>• Assist in providing and manipulating basic data for statistical and other reports.</li> <li>• May run and present standard reports.</li> <li>• 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.</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 3 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>• 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.</li> <li>• Competent in a range of IT tools, including databases, email and MS Office.</li> <li>• Ability to work with others to provide excellent customer service.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with staff and customers.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities.</li> <li>• Experience of working in a busy office environment providing support to staff and/or the public.</li> <li>• Good numeric skill able to analyse relevant data and information.</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>• 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 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>
<b>Reference Number</b>	<p style="text-align: center;">BM-2018-181C</p>

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