

Role Profile

Part A - Grade & Structure Information

Job Family Code	5RT	Role Title	Trainee Engineering Technician
Grade	PS5	Reports to (role title)	Principal Structures Engineer/Senior Drainage Engineer/Highway Engineering Team Leader
		Directorate	Environment and Infrastructure
JE Band	161-191	Service	Highways and Transport Network & Asset Management Group
		Team	Infrastructure Schemes / Highway Engineering Team
		Date Role Profile was created	08.05.17

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	The purpose of the role will be to support the delivery of the 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 programme in the Highway Engineering Team. The post holder will provide administrative and technical support for Project Engineers to ensure projects are delivered to time, quality and contract requirements and that safety and best practice standards are met. The post holder will be required to develop skills, competencies and gain relevant experience, technical and professional qualifications in civil, highway or structural engineering.
Work Context	The role of the Network and Asset Management Group's 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. 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. The role supports 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. 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.
Line management responsibility if applicable	
Budget responsibility if applicable	

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • 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. Policy and Compliance • Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements. People & partnerships • 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. Resources • 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. Analysis, Reporting & Documentation • 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. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• 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.
Details of the specific qualifications and/or experience if required for the role in line with the above description	A minimum of five GCSEs (or equivalent) at grade A to C including Maths and English A commitment and keenness to learn and a desire to develop a career in an engineering environment.
Role Summary	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.