

Engineering and Technical Family

A job family is a method of defining jobs. The emphasis is on focusing on a group of similar roles rather than individual jobs. A job family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next. It can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

This document describes the Engineering and Technical Job Family within Derbyshire County Council. Each level in this job family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each level and where individual roles fit against each level.

Each level describes expectations, if required, relating to: people management, equality and diversity, health and safety and risk management.

The family's key characteristics are:

- Conceptual design, specification and review for major construction and maintenance projects in the County, including buildings, roads and open spaces
- Developing and overseeing the highways and transport investment programme
- Technical specification and review of component parts of projects
- Project managing and site-supervising projects
- Certifying completed engineering, building and technical works
- The management and use of property assets
- Securing and managing the provision of passenger transport services
- Deploying specialist engineering, building, transportation or similar technical expertise
- Contract negotiations

The levels of work are primarily dictated by the size and technical complexity of individual projects. At senior levels the emphasis is on design, specification and budget setting. At intermediate and lower levels the emphasis is on supervising construction, providing technical advice to solve issues as they arise on site and budget management.

Members of the family include:

- Managers responsible for developing plans, organising teams and individuals to deliver plans and manage operations
- Supervisors and team leaders, often delivering engineering and technical services
- Technical specialists

Job Family: Engineering and Technical

Code: EAT14

Grade: 14

Level Purpose:

To manage and develop the section within the Engineering and Technical functions ensuring regulatory, statutory and good practices are met.

Overall:

Job holders at this level are proficient in a specialised engineering or technical field with a broad understanding of relationships between different fields. Work at this level requires the ability to select, develop and assess the suitability of techniques. Problems are usually defined, within organisation and statutory regulations and policies. However the job is required to develop new methods, procedures and practices within the section to improve services.

Jobs at this level manage professionals and liaise internally and externally with other professionals, stakeholders and working parties which requires highly developed skills in persuading, inspiring, developing and motivating. The ability to create and maintain the right working climate is of critical importance: the majority of accountabilities are achieved through others.

People Management

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

Equality & Diversity

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Representative Accountabilities & Responsibilities:

- Create and maintain a highly competent and participative work environment through visible leadership, promotion of high quality standards, continuous professional development and high performance team working
- Lead, manage and motivate a large, multi-skilled, professional workforce to deliver a large programme of works on time, with identified resources and within agreed budget
- Ensure delivery of value for money, competitive and consistent services to customers in line with agreed service standards
- Act as lead expert within specialised field to provide advice, support and innovative solutions and develop and implement policies and procedures to ensure an effective service, and continuous improvement
- Develop, and review business and performance plans in line with the overall business strategy to ensure achievement of service objectives and targets
- Demonstrate a good understanding of the implications of emerging developments and legislative requirements and ensure effective communication and implementation of new procedures/legislation
- Take the lead in the review, assessment and development of policies, procedures, practices and techniques in consultation with a range of internal and external stakeholders to ensure continuing service efficiencies and compliance with legal requirements
- Ensure professional standards and service quality are maintained and that agreed performance standards are set and monitored
- Overarching responsibility for the management and control of significant budgets, including expenditure and income generation
- Initiate, build and maintain effective working relationships with range of internal and external stakeholders to maintain and monitor industry best practice standards including advice, guidance and input into regional and national policies
- Ensure all projects are carried out in accordance with Health and Safety and Environmental regulations and procedures

Job Family: Engineering and Technical

Code: EAT14

Grade: 14

Typical Knowledge, Skills & Experience:

- Professional qualification plus extensive experience in a relevant area of work
- Expertise and thorough knowledge in the professional field
- Proven ability to develop and implement service redesign initiatives to improve and sustain efficiencies
- Ability to develop and manage long term business plans and large, complex programmes of work to meet divisional strategic objectives
- Excellent leadership skills to inspire, motivate and develop team members to high levels of performance
- Thorough knowledge of relevant legislation, regulations and of current national/regional issues affecting area of work
- Substantial experience of operating at a senior level and leading on large, diverse and complex projects, with the ability to deliver on time and within budget
- Skilled to communicate and negotiate with and influence colleagues, partners and stakeholders
- Ability to assess the impact of new legislation and be able to provide advice and to actively promote compliance
- Ability to lead and inspire to develop cohesive, high performance teams
- Ability to plan and manage service and departmental budgets
- Understanding of the role and its relationship with other departments, services and external bodies
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT13

Grade: 13

Level Purpose:

To plan, organise and manage multi-disciplinary professional teams and projects within a specific area of engineering.

Overall:

Jobs at this level are managers with professional knowledge and understanding of theoretical concepts and principles within a specialised technical field. A combination of applied and theoretical knowledge is needed with an emphasis on conceptual, thinking. Job holders handle situations by working out problems from first principles and require an understanding of a wide range of issues and implications of activities over a longer period of time;

Jobs involve dealing with escalated issues and answering questions about action required in a specific service area which may have a significant degree of complexity. Job holders are required to make improvements within their division.

People Management

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

Equality and Diversity

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Representative Accountabilities & Responsibilities:

- Manage and motivate a team of staff maintaining a highly competent, creative and participative culture through visibly effective leadership. promotion of high quality standards and the development of high performance teams
- Responsible for either managing a large team with responsibility for delivering a large programme of work or for coordinating a number of complex projects involving a range of internal and external colleagues/contractors/consultants
- Develop, monitor and review medium to long term plans/programmes and policies to ensure resources are identified and allocated, and that service targets and objectives are met
- Provide technical direction, support and advice to team/project members and external organisations/agencies
- Provide innovative solutions to complex technical problems and ensuring that associated risks have been mitigated
- Manage and control devolved budgets within own area of work
- Identify and secure funding for projects and new partnerships
- Set targets and monitor performance to: ensure training needs are identified and addressed, high quality standards are maintained, legislation/regulations and procedures are adhered to and that projects and programmes of work are delivered within budget and on schedule to ensure effective service delivery and continuous improvement
- Build and maintain good working relationships with range of internal and external stakeholders and partner organisations to ensure project/programme delivery, to share and identify best practice procedures and to benefit the business
- Develop and implement policies and procedures within specific area of work
- Contribute to the Division's annual Service Plan
- Ensure all projects are carried out in accordance with health and safety and environmental regulations and procedures

Typical Knowledge, Skills & Experience:

- Relevant professional qualification plus significant experience in area of work
- Significant management experience and ability to develop a team to establish the right working environment and ensure that all members are valued and understand their contribution to the Service
- Skills and experience to manage a range of projects, contracts and complex activities, which may require political sensitivity
- Ability to develop medium to long term business plans to meet strategic targets and objectives
- Skilled to persuade others and influence outcomes critical to the business
- Thorough knowledge of underpinning theories and principles governing area of work and associated legislation, regulations and procedures
- Ability to assess the impact of new legislation, provide advice and promote compliance
- Experience and skills to identify, analyse and evaluate the suitability of solutions and the ability to produce creative solutions
- Proven ability to manage and control budgets
- Proven ability to secure funding for projects
- Ability to understand and explain complex technical issues/ideas to a diverse audience
- Ability to influence, guide and coach effectively at all levels
- Commitment to keeping up to date with new technology, techniques and methods of working and assess and communicate impact on area of work
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT12

Grade: 12

Level Purpose:

To manage and support varied specific projects and / or oversee a defined engineering function.

Overall:

Jobs at this level are management roles, involving co-ordinating engineering services; working internally and externally to influence the development of services or delivery of projects. A wide knowledge of the Council and interrelationships with other services and departments is required.

Job holders are required to plan over a longer period and contribute to long term strategies. They may manage large numbers of staff. Therefore the focus is on the ability to influence and successfully manage others, achieving service efficiency, effectiveness.

People Management

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

Equality and Diversity

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

Representative Accountabilities & Responsibilities:

- Manage and motivate a team of staff taking responsibility for monitoring and feedback on their performance, recruitment and selection, guidance and advice and ensuring their development
- Deliver large, varied projects and/or oversee a defined function or service ensuring legislative requirements are met and that work is delivered in accordance with agreed standards, specification and budget
- Develop, monitor and review medium to long term plans/programme to ensure allocated workload is adequately resourced and achievable within timeframe
- Manage and control devolved budgets including externally funded projects
- Contribute to the maintenance of a highly competent and participative work environment through visible leadership and promotion of high quality standards
- Contribute to the development of policies and procedures and working practices and review in light of legislative changes etc
- Be the technical expert reference point in area of work
- Build and maintain good working relationships with range of internal and external stakeholders to ensure project/programme delivery, to share and identify best practice procedures
- Analyse, design, plan, execute and evaluate work to time, cost and quality targets
- Ensure all work is carried out in accordance with legal, technical, health and safety and environmental regulations and procedures
- Set targets and monitor performance in order to ensure service /project delivery and continuous improvement
- Manage and control devolved budgets within own area

Typical Knowledge, Skills & Experience:

- Relevant professional qualification plus significant experience
- Detailed knowledge of underpinning theories and principles governing area of work and associated legislation, regulations, procedures and documentation
- Skills and experience to manage complex activities and to achieve given targets and objectives
- Ability to develop medium to long term business plans to meet strategic targets and objectives
- Significant managerial experience and ability to manage and motivate staff to achieve organisational goals
- Prepare and present reports and information to senior management
- Ability to build positive working relations with a range of internal and external stakeholders
- Sound analytical skills and creative problem solving skills to produce cost effective, workable solutions, often at short notice
- Ability to influence, guide and coach effectively at all levels
- Commitment to monitoring and improving efficiency levels
- Ability to control and manage resources and budgets
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT11

Grade: 11

Level Purpose:

To provide a specialist professional service as a member of a discrete team or to manage a large team providing engineering and technical services.

Overall:

Jobs at this level fall into one of two categories: a technical specialist, requiring full conceptual understanding and applied knowledge in a specific area; or roles with significant operational management responsibility, with an in depth practical understanding and working knowledge of methods techniques and processes. Job holders think within substantially diversified but established procedures; not only about the central problem, but further implications.

A well-developed knowledge of activities in other areas is needed. Interaction with others is aimed at understanding, supporting and influencing. Professional reasoning is required and job holders assess the impact of their advice on the service area.

People Management

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Management a large team or defined service area providing clear organisation, direction and development to ensure the successful delivery of a specialist service with a broad impact
- Contribute to the delivery of major projects, providing technical assistance and/or manage smaller projects and services to ensure that they are delivered on time and within budget, working within all necessary legal and statutory requirements
- Manage or monitor resources/budgets to ensure maximum value is delivered for resources deployed and services provided
- Contribute to the development of procedures and working practices within area of work
- Support the maintenance of a highly competent and participative work environment, promotion of high quality standards and contribute to the development of high performance teams to meet service objectives and targets
- Provide technical advice and guidance to internal and external colleagues and project team members
- Carry out a technical checks and balances to ensure proposed works comply with all organisational and statutory requirements
- Prepare reports and provide information
- Design specific area schemes including restoration works
- Ensure all work is carried out in accordance with health and safety and environmental regulations and procedures

Job Family: Engineering and Technical

Code: EAT11

Grade: 11

Typical Knowledge, Skills & Experience:

- Relevant professional qualification and post qualification experience or significant relevant and practical experience
- Experience of and ability to manage, motivate and develop a team
- Comprehensive and up to date knowledge of relevant legislation, regulations and procedures.
- Where appropriate, experience of and ability to manage, motivate and develop a team
- Ability to plan, deliver and monitor a programme of work within an agreed timescale
- Budget management skills
- Experience of producing workable/practical, cost effective solutions to complex problems, often at short notice
- Ability to understand and explain complex technical information
- Financial experience or training sufficient to manage budgets where appropriate
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT10

Grade: 10

Level Purpose:

To provide technical advice and support within a specific area of expertise, managing a small team as appropriate.

Overall:

Jobs at this level require knowledge of specialised methods, techniques and processes, gained through experience or part-professional qualification. Emphasis is on in-depth practical, applied knowledge and a well-developed knowledge of related activities in other areas is needed. Job holders manage their work independently, usually allocating and co-ordinating the activities of others.

Interaction with other people is aimed at understanding, supporting and influencing. Professional reasoning is required and job holders will assess the impact of their advice on the service area. Job holders analyse and interpret differing situations; identifying, searching and selecting solutions through experience and applying acquired knowledge.

People Management

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Carry out highly skilled and complex range of activities to support line management in the overall delivery of services and attainment of key business objectives and targets
- Liaise with internal and external colleagues/contractor/suppliers/partners to contribute to project delivery
- Use technical knowledge to assess situation and arrange for work to be carried out, subject to line management approval
- Management of staff including absence monitoring, appraisal, training, recruitment & selection
- Provide support on projects to implement practical solutions within area of expertise ensuring that all technical requirements are met
- Negotiate, as required, with external contractors/suppliers to ensure best value for money for the organisation
- Produce information, reports and analyses to ensure all internal and external parties are kept up to date on projects
- Produce technical designs/drawings/specifications/reports and costing estimates and analysis within area of expertise
- Carry out all necessary site inspections and resolve straightforward issues, and escalate any other issues
- Agree and authorise contract payments
- Report to line manager all relevant project information to ensure that they are kept up to date
- Deal with enquiries from members of the public and service users to ensure all queries and issues are resolved
- Ensure that all work is carried out in accordance with health and safety and environmental regulations

Typical Knowledge, Skills & Experience:

- Relevant professional/technical/industry competency qualification and experience or significant relevant and practical experience
- Confident practical knowledge of best practice, techniques and working methods relating to area of work
- Ability to work autonomously to plan, organise and control works/site based activities, including labour, plant and materials
- Good level of knowledge of legislation, procedures and documentation relevant to area of work
- Proven ability to supervise and allocate work to others, to monitor their performance, and if necessary, to take corrective action
- Ability to negotiate and persuade and build and maintain effective working relationships at all levels
- Proven analytical and diagnostic skills to identify and recommend workable and cost effective solutions within time constraints
- Ability to control small budgets
- Good communication skills to complete documentation, answer technical queries and provide technical support to others
- Commitment to delivery of a high quality, customer focused service in a competitive environment
- Liaise with internal/ external bodies/organisations in developing services and projects
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT09

Grade: 9

Level Purpose:

To provide technical advice and support to the organisation within a specific area of expertise.

Overall:

Jobs at this level have an emphasis on practical applied knowledge of specialised methods and processes, dealing with day-to-day problems as referred by members of the team, judging when to involve more senior managers. Job holders provide clear advice to internal and external customers, establishing and maintaining effective working relationships.

A well-developed knowledge of related activities in other areas is needed. Job holders assess the impact of their advice on the service area. They are required to manage their work independently, usually allocating and co-ordinating the activities of others.

People Management

Allocate work and monitor the standard of team performance and ensure resolution of any issues.

Equality and Diversity

Actively support the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Representative Accountabilities & Responsibilities:

- Carry out highly skilled and complex range of activities to support line management in the overall delivery of services and attainment of key business objectives and targets
- Liaise with internal and external colleagues/contractor/suppliers/partners to contribute to project delivery
- Use technical knowledge to assess situation and make recommendations for work to be carried out, subject to line management approval
- Provide advice and support and arrange for work to be carried out in order to provide cost effective, practical and acceptable solutions
- If relevant to role supervise and support staff, ensuring their development and provision of effective services
- Produce information, undertake analysis and contribute to production of reports to ensure all internal and external parties are kept up to date on projects
- Produce technical designs/drawings/specifications/reports and costing estimates under direction of line management
- Carry out all necessary site inspections and testing, resolve routine issues and escalate any other issues
- Deal with enquiries from members of the public and service users to ensure all queries and issues are resolved
- Ensure that all work is carried out in accordance with health and safety and environmental regulations

Typical Knowledge, Skills & Experience:

- Newly qualified professional or advanced vocational qualification in relevant subject with experience or significant practical experience with an industry competency qualification
- Comprehensive understanding of relevant methods, systems, procedures, regulations and documentation governing area of work
- Knowledge of principles/materials/practical methods/techniques applicable to area of work
- Ability to work autonomously and with initiative
- Ability to plan, monitor and evaluate work; to take necessary corrective action, or identify issues that need to be escalated
- Good analytical, problem solving, numeric and literacy skills
- Ability to maintain accurate manual and electronic records
- Written and verbal communication skills; able to build relationships and influence others based on knowledge of the area
- Proven experience of working as part of team to meet service standards, targets and deadlines
- Experience of/ability to supervise staff to meet organisational objectives
- Knowledge and experience of effective health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT08

Grade: 8

Level Purpose:

To provide advice and support on a specific area of engineering, design, surveying and technical service.

Overall:

Jobs at this level require an in depth understanding of methods used and a developed skill appropriate to the job discipline.

Job holders carry out skilled, complicated works within a technical discipline and appropriate awareness of related activities is required. Professional reasoning, and thinking within well defined but somewhat diversified procedures, is required. Different situations require identifying and selecting within the area of expertise and acquired knowledge.

Understanding, influencing, empathising and communicating with people are important considerations in achieving job objectives.

People Management

Instruct and guide colleagues in the distribution and conduct of work in the team.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness in carrying out your duties and raise issues where appropriate.

Representative Accountabilities & Responsibilities:

- Contribute to projects as directed by line management. Produce technical designs/drawings/specifications/reports/services to appropriate standards under line management direction
- Prepare all relevant documentation for internal and external parties (for example appeals, correspondence, applications) to ensure all queries are dealt with effectively
- Investigate and deal with enquiries within technical area and escalate as necessary
- Work with Senior Technicians and Project Managers to provide support
- Manage and organise own workload to ensure completion of work within pre-determined timescales
- Update and maintain records and systems to ensure all relevant information is recorded and kept up to date
- Liaise with internal and external colleagues/contractor/suppliers to ensure all criteria within projects and area are met
- Deal with all parties (members of the public/developers/contractors/internal staff) to ensure all technical inquiries are dealt with accordingly
- Assess criteria, getting additional support from colleagues where necessary, in order to provide recommendations and advice within technical area of expertise
- Carry out site visits when necessary
- Undertake all duties in accordance with health and safety and environmental regulations

Typical Knowledge, Skills & Experience:

- Relevant vocational qualification/HND/C and relevant experience or significant experience with an entry level industry competency qualification
- Comprehensive knowledge and experience of relevant processes, procedures, working methods, specialised equipment or systems
- Experience of working flexibly within a team
- Ability to manage and prioritise own workload
- Proven analytical and problem solving skills
- Ability to follow established procedures and processes and to accurately complete and maintain associated documentation/records
- Excellent interpersonal and communication skills to be able explain technical issues to non technical people and to liaise confidently with a range of internal and external colleagues/contractors/public
- Ability to research, analyse and present information
- Confident IT skills
- Relevant knowledge and experience of health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT07

Grade: 7

Level Purpose:

To provide specialist technical support to projects and teams within Engineering, Design, Surveying, Transportation and related technical functions.

Overall:

Job holders at this level undertake a range of activities, with a degree of complexity. They are required to be authoritative on a range of procedures. Job holders will plan and co-ordinate activities with minimum supervision in a well structured environment. This requires independent analysis and judgement.

Job holder may be required to train junior colleagues, transferring information and own knowledge of systems and processes. Understanding, influencing, empathising and communicating with people are important considerations in achieving job objectives.

People Management

Allocate routine or basic work to team colleagues and co-ordinate the work tasks, under instruction.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Representative Accountabilities & Responsibilities:

- Work with senior colleagues to provide support on a range of projects/initiatives to defined standards. Undertake routine or straightforward tasks in a broad area of Engineering or Transportation
- Investigate and deal with enquiries within technical area promptly, escalating as appropriate
- Manage and organise planned work on a short term basis to ensure completion in accordance with agreed timescale and to required standards
- Work confidently with equipment and systems and be responsible for day to day management of systems within area of work
- Undertake appropriate qualification training to develop expertise and broaden knowledge within area of work
- Ensure all relevant information is recorded, stored and communicated to others as appropriate
- Liaise with internal and external colleagues to progress outcomes, make arrangements, order materials and equipment
- Use knowledge of procedures, processes and systems to provide information, advice and guidance to colleagues
- Assist in undertaking research, analysis and presentation of information
- Develop a sound understanding of functional area and its overall contribution to the department
- Undertake all duties in accordance with health and safety and environmental regulations

Job Family: Engineering and Technical

Code: EAT07

Grade: 7

Typical Knowledge, Skills & Experience:

- Relevant vocational qualification (BTec National or equivalent and working towards completion of BTec Higher) and experience or broad vocational training and / or significant experience
- Comprehensive knowledge and experience of a complex process or procedure, specialised equipment or systems
- Ability to conduct surveys and design basic projects to appropriate standards
- Relevant experience of procurement of projects
- Knowledge and experience of relevant regulations, standards and legislation
- Able to follow established procedures and processes
- Proven ability to work flexibly as part of a team and to work independently with initiative
- Good interpersonal skills
- Ability to plan and prioritise own workload
- Effective communications skills to be able to explain technical issues to non technical people
- Ability to research, analyse and present information
- Confident IT skills, including use of Autocad
- Relevant knowledge and experience of health and safety procedures in the work place and for project development and supervision

Job Family: Engineering and Technical

Code: EAT06

Grade: 6

Level Purpose:

To provide specialist technical support to projects and teams within Engineering, Design, Surveying, Transportation and related technical functions.

Overall:

Job holders at this level undertake a range of activities, with a degree of complexity. Jobs at this level require a thorough understanding of procedures for complex processes or systems. Job holders will plan and co-ordinate activities with minimum supervision in a well structured environment. This requires some independent analysis and judgement.

People Management

Allocate routine activities to team colleagues and co-ordinate the work tasks, under instruction.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Representative Accountabilities & Responsibilities:

- Work with senior colleagues to provide support on a range of projects/initiatives to defined standards. Undertake routine or straightforward tasks in a broad area of Engineering or Transportation
- Investigate and deal with enquiries within technical area promptly, escalating as appropriate
- Identify problems and recommend straightforward, practical solutions
- Plan and organise short term activities to ensure completion within agreed time scale and to required standards
- Ensure all relevant information is recorded, stored and communicated to others as appropriate
- Liaise with clients and/or statutory authorities, sub-contractors and members of the public, providing information and advice as appropriate
- Responsible for day to day management of systems within specific area of work
- Use knowledge of procedures, processes and systems to provide information to colleagues
- Assist in undertaking research and analysis of information
- Undertake appropriate qualification training to develop expertise and broaden knowledge within area of work
- Develop a sound understanding of functional area and its overall contribution to the department
- Undertake all duties in accordance with health and safety and environmental regulations

Typical Knowledge, Skills & Experience:

- Relevant vocational qualification(BTec National or equivalent) and experience or broad vocational training and relevant experience within area of work, with requirement to commence working towards BTec Higher
- Knowledge and experience of a complex process or procedure, specialised equipment or systems
- Ability to conduct surveys and design basic projects to appropriate standards
- Relevant experience of procurement of projects
- Knowledge and experience of relevant regulations, standards and legislation
- Proven ability to work flexibly as part of a team and to work independently with initiative
- Good communication and organisational skills
- Responsible for undertaking training to build and widen knowledge and skills to enable role holder to increase level of contribution to project work
- Ability to prioritise own workload and to meet deadlines
- Ability to research, analyse and present information
- Confident IT skills including some ability to use Autocad
- Relevant knowledge and experience of health and safety procedures in the work place and for project development and supervision
- Willingness to learn and to contribute where possible to effective service delivery

Job Family: Engineering and Technical

Code: EAT05

Grade: 5

Level Purpose:

To work as part of a team to provide general technical support and assistance within a given discipline helping to ensure delivery of Council Services.

Overall:

This is a developmental role providing general technical support under supervision or guidance. Level and degree of supervision and detail/complexity of task will vary depending on what level the role holder is operating at.

Job holders carry out a range of tasks using knowledge of processes and procedures and organising own work on a daily / weekly basis. They have an awareness of when and how tasks are to be undertaken; taking responsibility for completing work and meeting deadlines. Courtesy and effectiveness in dealing with others is required.

People Management

Co-ordinate the work of a team.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Job Family: Engineering and Technical

Code: EAT05

Grade: 5

Representative Accountabilities & Responsibilities:

- Provide general technical support under the guidance of senior technicians and project engineers
- Follow established procedure/process ensuring completion and storage of relevant documentation/records under line management direction
- Assist with site surveys, design preparation, procurement procedures, and production of drawings
- Where appropriate, determine order of short term tasks to ensure deadlines set by others are met
- Undertake basic analysis and make recommendations on routine problems/issues
- Respond to routine enquiries from internal colleagues
- Responsible for undertaking training to build and widen knowledge and skills to enable role holder to increase level of contribution to project work
- Required to manage own workload and to prioritise allocated tasks to ensure deadlines are met
- Willingness to learn and to contribute where possible to effective service delivery
- Undertake all duties in accordance with health and safety and environmental regulations

Typical Knowledge, Skills & Experience:

- Role holder will be working towards completion of relevant technical qualification (BTec National or equivalent) and will have gained some practical experience
- Knowledge of some procedures and understanding of their relevance, and of engineering concepts and processes
- Ability to work as part of a team
- Working knowledge of relevant systems, equipment and processes and an appreciation of how they impact on the role
- Awareness of related activities within area of work
- Ability to understand, and identify solutions to basic problems
- Commitment to personal development
- Good IT skills including introduction to Autocad
- Knowledge of health and safety and environmental regulations and procedures
- Sound numeric and literacy skills
- Ability to maintain accurate records
- Ability to sequence allocated tasks to be able to meet deadlines
- Good communications skills to be able to respond to queries and report on own progress

Job Family: Engineering and Technical

Code: EAT04

Grade: 4

Level Purpose:

To work as part of a team to provide general technical support and assistance within a given discipline helping to ensure delivery of Council Services.

Overall:

This is a developmental role providing technical support under supervision or guidance. Level and degree of supervision and detail/complexity of task will vary depending on what level the role holder is operating at

Job holders follow regular instructions or routine working practices and organisation is essentially about timing and sequencing assigned tasks. Constraints on the role are clear: the job holder will refer unusual or difficult problems to more senior roles. Courtesy and effectiveness in dealing with others is required.

People Management

Co-ordinate the work of a small team.

Equality and Diversity

Act in accordance with the authority's Equality and Diversity policy.

Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Job Family: Engineering and Technical

Code: EAT04

Grade: 4

Representative Accountabilities & Responsibilities:

- Provide general technical support under the guidance of senior technicians and project engineers
- Follow established procedure/process ensuring completion and storage of relevant documentation/records under line management direction
- Assist with site surveys, design preparation, procurement procedures, and production of drawings
- Respond to routine enquiries from internal colleagues
- Responsible for undertaking training to build and widen knowledge and skills to increase level of contribution to project work
- Prioritise workload and build awareness of activities of others related to the role
- To produce training reports and receive training as required

Typical Knowledge, Skills & Experience:

- GCSE or equivalent and relevant experience
- Role holder will commence working towards a relevant technical qualification (BTec National or equivalent)
- Basic understanding of engineering processes
- Ability to learn new tasks/procedures and to carry out practical tasks
- Ability to work as part of a team
- Awareness of related activities within area of work
- Ability to understand, and identify solutions to basic problems
- Commitment to personal development
- Good IT skills
- Knowledge of health and safety and environmental regulations and procedures
- Sound numeric and literacy skills
- Ability to sequence activities to ensure tasks are completed on time
- Good communications skills to be able to respond to queries and report on own progress