

**DARLINGTON BOROUGH COUNCIL**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**PERSON SPECIFICATION**

**ASSISTANT TECHNICIAN / TECHNICIAN / SENIOR TECHNICIAN / ASSISTANT ENGINEER**

**POST NO. Various**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Grade F	Grade J	Grade M	Grade N
Essential (E) / Desirable (D)					
	<b>Qualifications &amp; Education</b>				
<b>1</b>	Five GCSE's (Grades A* to C) or equivalent	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>
<b>2</b>	NVQ Level 3, HND or equivalent in a highways, civil engineering or other relevant field		<b>D</b>	<b>D</b>	<b>D</b>
<b>3</b>	Degree or equivalent in a highways, civil engineering or other relevant field			<b>D</b>	<b>D</b>
	<b>Experience &amp; Knowledge</b>				
<b>4</b>	Previous experience of working in an office environment	<b>E</b>			
<b>5</b>	Previous experience of working in a highways or related environment	<b>D</b>			
<b>6</b>	Previous experience of working in a highways, traffic management, civil engineering or related field: For Grade J – approx. two years For Grade M – approx. three years For Grade N – approx. four years		<b>E</b>	<b>E</b>	<b>E</b>
<b>7</b>	Approx. one years' experience of preparing drawings and maps		<b>E</b>	<b>E</b>	<b>E</b>
<b>8</b>	Experience of interpreting legislation, policy or procedures (relevant to the role) to give recommendations and advice		<b>E</b>	<b>E</b>	<b>E</b>
<b>9</b>	Knowledge / experience of GIS and Autocad		<b>E</b>	<b>E</b>	<b>E</b>
<b>10</b>	Experience of the design, contract preparation, contract management and supervision of highway schemes.			<b>E</b>	<b>E</b>
<b>11</b>	Experience of liaising and working with partners and agencies.			<b>E</b>	<b>E</b>
<b>12</b>	Experience of Section 278 works under the Highways Act 1980				<b>E</b>
<b>13</b>	Experience of Section 38 works under the Highways Act 1980 – for Highway Asset Management posts only				<b>E</b>
<b>14</b>	Knowledge/experience over a range of civil engineering and transport disciplines such as: Highway Design, Traffic Management				<b>E</b>
	<b>Skills</b>				

15	IT Literate, capable of using MS Word, Excel and other office packages	E	E	E	E
16	Able to work successfully as part of a team	E	E	E	E
17	Able to communicate effectively with a wide range of audiences both verbally and in writing	E	E	E	E
18	Able to work accurately and with attention to detail	E	E	E	E
19	Able to work on own initiative	E			
20	Able to work on own initiative and make decisions without immediate reference to manager		E	E	E
21	Able to organise own work with minimum supervision	E			
22	Able to work to deadlines and with competing priorities	D			
23	Able to prioritise and organise own work with minimum supervision, working to deadlines and with competing priorities		E	E	E
24	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals	E			
25	Able to interpret figures with skill and understanding		E	E	E
26	Able to interpret information and situations and produce effective solutions		E		
27	Able to interpret <i>complex</i> information and situations and produce innovative and effective solutions			E	E
28	Able to present information in a logical and systematic manner			E	E
29	Able to use topographical surveying equipment	D	D	E	E
30	Able to effectively monitor allocated budgets				E
<b>Personal Attributes</b>					
31	Flexible approach to working time arrangements	E	E	E	E
32	Be adaptable and prepared to contribute to team activities	E	E	E	E
33	Self-motivated and not easily discouraged			E	E
<b>Special Requirements</b>					
34	Capable of independent travel to carry out the requirements of the post	E	E	E	E
35	Commitment to personal professional development	D	D	D	D