

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Civils / Electrical Supervisor

Vacancy ID: 009626

Salary: £29,909 - £32,233 Annually

Closing Date: 30/12/2018

Benefits & Grade

Grade K

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Stockton-On-Tees Borough Council is an organisation where all staff are trusted, supported and valued to make a positive contribution at work. Where we never lose sight of the fact that we are here to serve the people of the borough. This means we want this to be a place where:

- Everyone's views and opinions are encouraged, heard and properly considered.
- We share responsibility for our own learning and development and are encouraged and supported to do so by others.
- We work hard and feel comfortable to suggest new ideas, ways of working and to take managed risks.
- We feel a strong sense of belonging to the whole Council and our skills, knowledge and experience are used to benefit the organisation as a whole.

We are looking to recruit the right person into our team and currently have a vacancy for an Electrical/Civils Supervisor to work within the Street Lighting and Highway Operations Team.

The role will be very diverse and rewarding and involves working in a challenging and extremely busy frontline service which oversee the management and maintenance of the authority's street lights and associated street furniture, adopted roads and footpaths as well as various programmed maintenance schemes.

We are also looking for the right person who has good communication and leadership skills and can engage well with staff and residents.

The position will be 37 hours, predominantly Monday-Friday, with the potential for additional evening and weekend working as part of a stand-by rota system.

The Street Lighting & Highway Operation Team are looking for someone who has the right technical skills, good attitude, commitment and enthusiasm to join an already successful team.

If you think you fit the profile and can make a positive contribution to the service then we would like to hear from you.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Rob Burrell, Highways and Street Lighting Operations Supervisor, on 01642 527185.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE: Community Services		SERVICE AREA: Street Lighting & Highways	
JOB TITLE: Civils / Electrical Supervisor		GRADE: K	
REPORTING TO: Rob Burrell		POST REF: 32296	
1.	JOB SUMMARY: To be responsible for the electrical activity of the Street Lighting/Highways operation. Engaged on supervisory duties across all Street Lighting delivery staff and advising the Street Lighting and Highways Operation Manager on technical matters regarding all aspects of electrical installation.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Provide technical guidance to Street Lighting and Highways Operation Manager on all aspects of electrical maintenance and installation works.	
	2.	To follow appropriate customer care policies and procedures when dealing with the general public.	
	3.	The direct supervision of works on street lighting carried out by the team and other partners.	
	4.	The preparation of schedules of work to be undertaken in respect of street lighting works, agreeing scope of work and any additional works with staff and contractors.	
	5.	Liaise as necessary with external stakeholders before work starts and during the delivery of associated works.	
	6.	Ensuring that all works are carried out to the agreed specification and conditions including appropriate approved code of practice.	
	7.	Liaison and supervision as necessary with all Street Lighting Operatives.	
	8.	The operation and development of management and performance management and information systems.	
	9.	The investigation of complaints relating to Street Lighting functions.	
	10.	The post holder will take reasonable care of their health and safety, the safety of colleagues and members of the public and to co-operate with management to ensure compliance with the Council's health and safety guidance and all legislative requirements.	
	11.	The post holder will be required to hold a full driving licence appropriate to the vehicle allocated and to operate and drive the vehicle in a safe and courteous manner at all times in accordance with current legislation and the Highway Code.	

	12.	To participate in customer care initiatives that may be introduced with customer and client organisations.
	13.	To undertake such personal development as may be required to meet the duties and responsibilities of the post.
	14.	To assist in the pricing of internal and external schemes in association with the Estimating team.
	15.	To undertake such other duties and responsibilities commensurate with the nature and grading of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title	Civils/Electrical Supervisor	Grade	K
Directorate	Community Services	Service Area	Street Lighting & Highways
Post Ref	32296	Reporting To:	Rob Burrell
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • BS7671:2008 17th Edition wiring regulations. • G39 – working in the vicinity of Distribution Network Operator (DNO) equipment. • New Road and Street Work Act (NRSWA) Signing, Lighting & Guarding • Full Driving License 	<ul style="list-style-type: none"> • Previous Highway Electrical/Utilities experience • Mobile Elevating Work Platform (MEWP) Operation. • Safety Harness – Working at Height Operator. 	Application form
Experience		<ul style="list-style-type: none"> • Experience of working in a customer focused service. • Experience of the practical and technical aspects within Highways environment. • Experience of the practical and technical aspects within Street Lighting environment. • Experience of supervising, training and developing 	Application / Interview

		<p>others.</p> <ul style="list-style-type: none"> • Experience of using computerised systems. • Experience in dealing with Sub-contractors. • Experience of quality assurance practices and implementing practice and quality management standards. 	
Knowledge & Skills		<ul style="list-style-type: none"> • Ability to Lead, supervise, motivate and communicate with all staff. • Knowledge of health & safety, Safety at Work legislation. • Knowledge of the New Roads and Street Works Act. • Knowledge of the Highways Act 1980. • Knowledge of ROSPA standards. • Knowledge of the Utility works and reinstatement methods. • Ability to prioritise work and to meet specific timescales. • Knowledge of relevant quality standards. 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. 	<ul style="list-style-type: none"> • Ability to lead from front and lead by example. • An ability to work accurately in meeting strict deadlines. • Good communication and organisational skills. • High degree of flexibility. 	Application / Interview

Other requirements	<ul style="list-style-type: none">• To support "Out of Hours" working as part of a supervisory rota as required.	<ul style="list-style-type: none">• Prepared to work overtime when required to meet the needs of the department.	Application
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Person Specification dated: November 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.