

Northumberland County Council

JOB DESCRIPTION

Post Title: Highways and Structures Technical Assistant Apprentice		Group/Department/Service: Local Services, Highways and Neighbourhood Services		Office Use
Grade: Apprentice Grade		Workplace: Countywide		JE ref:
Responsible to: Construction Manager		Date: June 2013	Manager level:	
Job Purpose: To work within Construction operational teams, to meet the requirements of the County Council and other clients. To contribute to the day to day delivery of services to achieve high levels of stakeholder satisfaction.				
Resources	Staff	Work and train alongside front line operational construction specialists and highways operatives		
	Finance	An awareness of financial control and the requirement of effective budget control		
	Physical	Plant, Vehicles, Equipment, Buildings and databases.		
	Clients	Clients, Government Agencies, Partner Organizations, and providing an efficient and effective service to the general public		
Key Duties and responsibilities: Individually or as part of a team and under the general direction of manager colleagues:				
<ol style="list-style-type: none"> 1. Support the day to day workload relating to the Countywide Operational Construction and Highways Teams. 2. Assist in coordinating resources for individual activities to ensure the provision of services within the agreed policy and financial framework for Construction and Highways. 3. Assist to prepare service delivery and plans for operational Construction and Highways matters. To oversee their implementation and monitor progress. 4. Assist in carrying out inspections, monitoring and reporting both authorised and unauthorised works. 5. Ensure Public Liability Claims and immobile property damages are minimised and support investigations that are conducted and relevant documents that are processed, as necessary. 6. Participate in training delivery to workforce in the form of 'tool box talks' etc 7. As necessary, liaise and negotiate with suppliers not on NCC Frameworks to obtain optimum prices for supplies and services purchased. 8. Ensure compliance with Regulations and other relevant legislation 9. Support area construction programme and assist in recommending amendments alterations, as appropriate. 10. Assist with the monitoring of financial budgets and delivery programmes. 11. Help establish quality standards and performance indicators for services, review performance and ensure appropriate action is taken. Ensure that prevailing legislation and best professional practice are reflected in the standards and values of activities undertaken. 12. Assist consult and negotiate with clients, market services and promote good customer relationships. Support communications with elected members, clients, sub-contractors, support services and Directorates of the County Council. 13. Represents the interests of Highways and Neighbourhood Services and the County Council at public meetings, district or parish council meetings, public enquiries etc. 14. Follow and promote procedures and safe systems of working or working to comply with health and safety and employment legislation, including the CDM regulations. 15. Contribute to the development and maintenance of quality, environmental and health and safety systems. Embrace the concepts of customer care and IIP in all activities. 16. Any other duties appropriate to the nature, level and grade of the post. 				
The duties and responsibilities highlighted in this job are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				

Work Arrangements

Transport requirements

Extensive travel throughout the county to various types and sizes of work sites, area offices, other internal and external client offices. Also further a field for meetings and training.

Working patterns:

Normal working hours apply but must be able to work out-of-hours, sometimes at short notice as required.

Working conditions:

Expected to work outside in various extremes in weather conditions.

Northumberland County Council

PERSON SPECIFICATION

Post Title: Highways & Structures Technical Assistant	Group/Department/Service: Highways & Neighbourhood Services	Ref: 2674
Essential	Desirable	Assess By
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Technical qualification @HNC or equivalent level. • Relevant Health and Safety Training • NVQ 4 in Supervisory management • General standard of education demonstrating literacy and numeracy • Relevant Supervisory and Management experience 	<ul style="list-style-type: none"> • Other professional or management qualification 	
Experience		
<ul style="list-style-type: none"> • Experience of managing in a comparable environment. • Successful track record of managing operations and staff • Experience of budgetary and financial control. • Detailed knowledge of all aspects of Construction design and maintenance. • Working knowledge of the organisation of the County Council. • A detailed knowledge of technical, professional, legal and commercial issues • Knowledge of construction and commercial practices in the private sector. 	<ul style="list-style-type: none"> • Experience in structures and land slips • Experience in crane lifting operations, Soil nailing and piling. • Experience of managing an organisation with ISO 9001, ISO 14001 and OHSAS 18000 	
Skills and competencies		
<ul style="list-style-type: none"> • Good management, communication, presentation and negotiation skills. • An objective and rational approach to problem solving and decision making. • Good interpersonal skills with the ability to build and lead by effective teams. • Good motivational and communication skills. • Commercially aware • Self-motivated, adaptable and resourceful • Effective planning and organisational skills • Good at problem solving and the ability to work with a minimum of supervision 	<ul style="list-style-type: none"> • Well-developed marketing and promotion skills 	
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Able to remain calm and professional when dealing with emotive issues and explaining the councils position and responsibilities. Also including emergency situations and winter services. • Ability to lead and motivate a team of individuals • Self-motivated, adaptable and resourceful • Normally works from a seated position with frequent need to walk, bend or carry items eg traffic signs etc • Need to maintain general awareness with lengthy periods of enhanced concentration • Regular contact with the public/clients in dispute with the County Council • Regular exposure to working out doors 		

Other		
<ul style="list-style-type: none">• A current UK driving licence.• Ability to meet the construction requirements of the post• Ability to work outside of normal office hours including weekends, evening and early mornings.		