Northumberland County Council JOB DESCRIPTION

Post Title: Highways and Structures Technical Assistant			Group/Department/Service: Local Services, Highways and Neighbourhood Services				
Grade: 6		Workplace: Countywide		JE ref:			
Responsible to: Construction Manager			Date: June 2013	Manager level:	HRMS ref:		
		ge the Construction operation stakeholder satisfaction.	onal teams, to meet the requireme	nts of the County Council and other clients. To manag	e the day to day deliver		
			ea Highways Construction budget (substantial in value) to ensure effective utilisation				
Phy	Physical Plant, Vehicles, Equipment, Buildings and databases.						
CI	ients Clients						
ev Duties and resp	onsibilities:	ndividually or as part of a te	am and under the general direction	on of senior manager colleagues:			
 Deliver trainin As necessary Ensure compl Oversee area Monitor finance 	g to workforce , liaise and negliance with Reg construction p cial budgets ar	in the form of 'tool box talks gotiate with suppliers not on gulations and other relevant programme and recommend id delivery programmes.	s' etc NCC Frameworks to obtain optin	gations are conducted and relevant documents are pronum prices for supplies and services purchased.	ocessed, as necessary.		
and best profe	essional practi						
Assist consulf	and negotiate	ce are reflected in the stand	ards and values of activities unde				
		ce are reflected in the stand	ards and values of activities unde s and promote good customer rel				
support servic 14. Represents th	ces and Directone interests of	ce are reflected in the stand with clients, market service prates of the County Counci Highways and Neighbourho	ards and values of activities unde as and promote good customer rel l. od Services and the County Cour	rtaken. ationships. Liaise and arbitrate with elected members, ncil at public meetings, district or parish council meeting	clients, sub-contractor gs, public enquiries etc.		
support servic 14. Represents th 15. Promote and	ces and Directone interests of maintain proce	ce are reflected in the stand with clients, market service orates of the County Counci Highways and Neighbourho edures and safe systems of	ards and values of activities unde s and promote good customer rel l. od Services and the County Cour working or working to comply with	rtaken. ationships. Liaise and arbitrate with elected members, acil at public meetings, district or parish council meeting a health and safety and employment legislation, includin	clients, sub-contractors gs, public enquiries etc. ng the CDM regulations		
support servic 14. Represents th 15. Promote and 16. Contribute to	ces and Directores interests of l maintain proce the developme	ce are reflected in the stand with clients, market service orates of the County Counci Highways and Neighbourho edures and safe systems of	ards and values of activities unde as and promote good customer rel l. od Services and the County Cour working or working to comply with ity, environmental and health and	rtaken. ationships. Liaise and arbitrate with elected members, ncil at public meetings, district or parish council meeting	clients, sub-contractor gs, public enquiries etc. ng the CDM regulations		

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.
	Expected to work outside in various extremes in weather conditions.
Working 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		
 Technical qualification @HNC or equivalent level. 	 Other professional or management qualification 	
 Relevant Health and Safety Training 		
 NVQ 4 in Supervisory management 		
General standard of education demonstrating literacy and numeracy		
Relevant Supervisory and Management experience		
Experience		
Experience of managing in a comparable environment.	Experience in structures and land slips	
Successful track record of managing operations and staff	Experience in crane lifting operations, Soil nailing and piling.	
Experience of budgetary and financial control.	 Experience of managing an organisation with ISO 9001, ISO 14001 and OHSAS 18000 	
 Detailed knowledge of all aspects of Construction design and maintenance. Working knowledge of the organization of the County Council 	• 14001 and OHSAS 18000	
 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. 		
Skills and competencies		
 Good management, communication, presentation and negotiation skills. 	 Well-developed marketing and promotion 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 Physical, mental, emotional and environmental demands		
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	
 A current UK driving licence - Category B. Ability to meet the construction requirements of the post Ability to work outside of normal office hours including weekends, evening and early mornings. 	