

Northumberland County Council

JOB DESCRIPTION

Post Title: Highways and Structures Technical Assistant		Group/Department/Service: Local Services, Highways and Neighbourhood Services		Office Use
Grade: 6		Workplace: Countywide		JE ref:
Responsible to: Construction Manager		Date: June 2013	Manager level:	HRMS ref:
Job Purpose: To day to day manage the Construction operational teams, to meet the requirements of the County Council and other clients. To manage the day to day delivery of services to achieve high levels of stakeholder satisfaction.				
Resources	Staff	Front line operational construction specialists and highways operatives		
	Finance	Day to day monitoring of the Area Highways Construction budget (substantial in value) to ensure effective utilisation		
	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 senior manager colleagues: 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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 - 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.		