

**Job Description**

**Job Title:** Technician

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** Regulation and Technical

**Job Profile:** RT4S

**Directorate:** Economic Regeneration, City Development

**Work Environment:** Office and Site

**Reports to:** Principal Regeneration Officer

**Purpose:**

* To provide a range of technical services to support the role of the Regeneration Projects team, including the undertaking of drone flights.
* To be the main remote pilot under the Council’s Civil Aviation Authority (CAA) Licence undertaking a range of flights for a variety of internal and external clients.
* To be the main technical officer for the Regeneration Projects Team providing, in addition to the drone function, a range of technical services including 3D modelling, visualisations, mapping and other graphic communication functions.
* The role will support the Council to meet its ambitious regeneration objectives.

**Key Responsibilities:**

* Use a range of software packages, to provide a general range of technical services, including Autocad, GIS, Adobe Creative Suite, and, Sketchup.
* Managing and undertaking drone flights under the Council’s CAA licence, including relevant health and safety considerations and policies. Liaison with other services, police, landowners, and other stakeholders.
* Maintaining accurate records and accounts and provide reports as required for the provision of drone services. Provide quotations to clients for drone services.
* Processing drone footage (photo and video) and using relevant software to produce 3D models, topography maps, and other presentation material.
* Being responsible for pre-flight preparations, including flight crew briefings, and the management of flight crew during flights.
* Undertaking visualisations using software such as Lumioin, Photoshop, and Sketchup to demonstrate project proposals.
* Undertake 3D modelling work to assess the impact of development proposals.
* Provide desktop publishing services, using Adobe In-Design, or similar software
* Preparing site development options, including scale and massing models and development quantum assessments.
* Provide mapping services using AutoCad, GIS Ordnance Survey maps, aerial photographs and similar.
* Provide a variety of technical services, including those set out above, to support colleagues to prepare and submit planning applications for a variety of projects.
* To procure all relevant, contracts, goods and services, using existing Council guidelines and procurement systems for the above functions as required.
* To ensure adequate risk assessments and other Health and Safety requirements are in place and adhered to in relation to all aspects of the project.
* Comply with all relevant health and safety legislation with reference to the Council’s Health & Safety Policy and site/task risk assessments.
* Ensure all equipment is fit for purpose and up-to-date (procuring replacements where needed).
* To maintain accurate records and accounts and provide reports as required, and provide quotes for services to clients
* Assist with management of budgets and resources, including the reimbursement of expenses, purchase of equipment and materials, consultant services, interpretation material and all other necessary services as required by the role.
* Purchase and maintain all equipment required for the role and ensure storage in a safe and tidy condition – details to be agreed with the Council.
* Undertake other duties and responsibilities as appropriate and consistent with the objectives of the post.
* A commitment to continuous improvement.
* To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values

**Other duties:**

* Comply with the principles and requirements of the Data Protection Act 2018 and the GDPR in relation to the management of Council records and information.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, its requirements for the management and handling of information and to use Council information only for authorised purposes.
* Carry out all duties with full regard to the Council’s Equality policies; Health and Safety Policy, rules and regulations; Code of Conduct and all other Council policies.

**Created January 2020**