

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services, Environment and Culture		Service Area: Highway, Transport and Design
JOB TITLE: Technician (PROW, S38)		
GRADE: Career Grade G/H/I		
REPORTING TO: Principal Engineer Highways Development Control Team		
1.	JOB SUMMARY: To support the delivery of the Councils responsibilities and functions of the Highway Development Control Team by providing technical advice and support for the Boroughs Public Right of Way network. Inspection of watercourses and Sustainable Drainage Systems. Section 38 appraisal and site inspections. Street Naming and Numbering of new developments, ensuring compliance with the relevant Acts, legislation, policies, and agreements.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1	To assist in the delivery of the Highway Development Control Service.	
2	Undertake Public Rights of Way inspections and surveys as required, analyse results, prepare reports, maintain associated records, and report any defects to the Principal Engineer.	
3	As representative of the local Highway Authority, advise developers on implementation, construction, and adoption of new, and improvement of existing highway works relating to development, including inspection, and approving compliance for highways and SuD's	
4	Review and update the Councils Rights of Way Improvement Plan as directed by the Principal Engineer.	
5	Ensure the definitive maps, descriptive statements, statutory registers are kept up and Public Right of Way webpage are up to date and made available to the public.	
6	Process applications for Path Orders and Definitive Map Modifications as required by procedures and represent the Council at internal, external meetings, and/or produce evidence as an expert witness at Path Order Public Enquiries if required.	

7	Provide support in processing applications for right of way diversions, creation, and extinguishment, drafting, placing of notices and orders and process associated invoices and payments for the same.
8	Attend working development sites, inspect and approve compliance to the Section 38 agreement.
9	To assist the Principal Engineer and Engineers in delivery of the service, as required.
10	Deal with enquiries from local Ward Councillors, residents, general public and outside bodies bringing sensitive matters to the attention of Senior Officers as necessary.
11	Keep up to date with the regional and national specifications, legislation and good practice by attending regional and national meetings and seminars.
12	To attend and actively participate in meetings both on site and office based with promoters, residents, Elected Members providing technical assistance/advise as required to deal with highway/PROW related matters, determine conditions of work, provide information, whilst obtaining views of partners and stakeholders.
13	Contribute to the development of new planning policy's, supplementary planning documents/development briefs and masterplans for major development sites as required.
14	Ensure housing developments street naming and numbering are progressed as and when appropriate.

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.

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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated




PERSON SPECIFICATION

Job Title/Grade	Technician (PROW, S38)	
Directorate / Service Area	Community Services & Transport / Highways, Transport & Design	
Post Ref:	TBC	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications / Training	<ul style="list-style-type: none"> Minimum of 5 GCSE's of Level 4/C and above including Maths, English and a science subject 		Application / Interview
Experience	<ul style="list-style-type: none"> Relevant experience of working in a highways related environment. Experience in completing technical tasks to a high standard and to set deadlines. High level of competency with relevant ICT systems such as Microsoft Office and the ability to identify and apply new technology for service development Experience in the reading and interpretation of drawings, maps, historical records. 	<ul style="list-style-type: none"> Experience in dealing with developers, members of the public, landowners and relevant organisations. Experience in making presentations in a public setting and at Committee meetings and working parties. 	Application / Interview

	<ul style="list-style-type: none"> • Experience of working collectively in a team. 		
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to understand and communicate, both orally and in writing, complex technical issues. • Ability to demonstrate customer sensitivity and awareness. • Ability to undertake work within specified timescales and financial targets. • Familiarity with and ability to adapt to Information Technology requirements. • The ability to benefit from training relevant to the post. • Ability to demonstrate customer sensitivity and awareness. • High personal standards and self-discipline in working to deadlines. • Willingness to work as part of a team. • Ability to apply initiative 	<ul style="list-style-type: none"> • Knowledge of current relevant legislation. 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviors which underpin the Culture Statement • Enthusiastic and hard working • Should be able to vary working hours to incorporate evening and weekend work as required. 	<ul style="list-style-type: none"> • Interest in extending level of knowledge. 	Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to make site visits and inspections. 	<ul style="list-style-type: none"> • Able to travel independently across the Borough. 	

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services	SERVICE AREA: Highways, Transport & Design
JOB TITLE: Technician (Highways Development Control Team)	
GRADE: G/H/I	
JOB LOCATION / BUILDING: Municipal Buildings	
REPORTING TO: <i>Highway Development Control Team Leader</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		X
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p>		X
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	X	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	X	
<p>Any Other: Please identify any other known risks associated with this job role. Working in the vicinity of watercourses working on live construction sites Working near to live traffic Some work may involve crossing farmland with livestock</p>	X	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Jane Salisbury

Date: 9/11/23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk