 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services, Environment & Culture		Service Area: Highways, Transport and Design	
JOB TITLE: Technician (CRSTS)			
GRADE: G/H/I			
REPORTING TO: Principal Engineer - Transport Strategy and Planning			
1.	JOB SUMMARY: To assist in the development, delivery and programme management of a portfolio of transport projects especially those funded via the City Regions Sustainable Transport Settlement (CRSTS).		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1	Assist in the development, delivery and programme management of a portfolio of transport projects especially those funded via the City Regions Sustainable Transport Settlement (CRSTS).		
2	You will support the management of risks, budgets, people, dependencies of varying complexity, effectively planning, and feeding into the overall transport programme		
3	Support teams of internal colleagues, consultants and delivery partners to deliver complex projects within the agreed timeframe and budget		
4	You will help to ensure that project teams are structured effectively and have the right specialities and capabilities to ensure successful delivery.		
5	You will maintain an awareness of funding opportunities and participate in preparing bids for external funding for relevant projects.		
6	To participate in project activity within defined governance arrangements and ensure that best practice is maintained through all aspects of planning, delivery, review, consultation, monitoring and communication for highway and transport projects.		
7	To support the team with Members and prepare reports to Cabinet, Council, management and committees as required.		
8	Support the development of business cases and ensure appropriate governance, oversight and assurance for emerging propositions. Assist with public sector governance and approvals processes – both internally and externally.		
9	Stakeholder engagement – assist with building productive relationships with stakeholders, both internally and externally.		
10	To have knowledge of statutory powers and guidelines governing the Highways and Transport work area. Help ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.		
11	Take reasonable care of your own health and safety and co-operate with management, as far as is necessary to enable compliance with the authority's health and safety rules and legislative requirements.		

1 2	Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
1 3	Undertake such personal training as necessary to meet the duties and responsibilities of the post.
1 4	Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

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)


PERSON SPECIFICATION

Job Title/Grade	Technician (CRSTS)	
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"> Experience of successful project / programme management of highway and/or transport related schemes. 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. Experience of working collectively in a team. 	<ul style="list-style-type: none"> Experience of AutoCAD. Experience in dealing, consulting and negotiating with 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
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. 	<ul style="list-style-type: none"> Knowledge of current relevant legislation. 	Application / Interview

	<ul style="list-style-type: none"> • 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 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours 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. 	

Person Specification dated

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Community Services, Highway Transport and Design
JOB TITLE: CRSTS Technician	
GRADE: G/H/I	
JOB LOCATION / BUILDING: Municipal Buildings	
REPORTING TO: Transport Planning & Strategy Manager	

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)</p> <p>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</p> <p><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</p> <p><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)</p> <p><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.</p> <p>Working adjacent to live carriageways</p> <p>Working adjacent to high-speed carriageway i.e. over 40mph</p> <p>Working on construction sites near moving plant</p>	X X 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:



Date: 24/10/2023

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