

Technical Officer Grade 7

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose and Values

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's

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Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

About the Role

This position sits within the Highways Asset and Policy team. Asset Management underpins all activities on the network ensuring whole life planning is considered at every stage of development. The role will work closely with the Senior Engineer and Engineer to develop strategy and policy documents and assist the team in the technical aspects of strategic evidence led management of highways assets.

Reporting Relationships

Responsible to: Senior Engineer, with additional reporting to the Project Engineer as required to deliver specific projects and work-streams.

Responsible for: None.

Key Accountabilities:

1. To assist in the production of the Council's Highway Infrastructure Asset Management Plan and other service area policy and strategies by researching, collating and summarising relevant material, data and information to inform policy.
2. Assisting in the preparation of government funding bids by collating and summarising relevant material, data and information to support the financial business case.
3. Analysis of highway asset data and the preparation of reports including trend analysis and data limitations to inform projects being delivered by the team.
4. Application of and advice of GIS analysis techniques and other highway asset management and pavement management software to inform reporting and projects being delivered by the team.

5. To assist in developing the strategy for collection of asset condition and inventory information by co-ordinating surveys, analysing results, and checking adherence to key programme delivery dates.
6. Develop and produce plans, graphics and text to be included in reports, the Highway Infrastructure Asset Management Plan, other area and topic-based transport strategies and bidding documents.
7. Coordinate the provision of timely and accurate information and responses to customer and stakeholder queries, claims and correspondence.
8. Liaison with other internal Council officers and other organisations relating to the material, data and information required for projects being delivered by the team.
9. Participate in the development and improvement of processes, procedures and quality management systems to support the delivery of a variety of technical projects.
10. Maintain effective internal and external stakeholder, political and public relationships through proactive and reactive engagement, consultation and communication.
11. To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post and the operational needs of the department as a whole.

Other Information

This role is designated as a casual car user

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> A-Levels or BTEC Level 3 qualification in a technical subject or Professional qualification at Technician Engineer (EngTech) level or Knowledge and experience equivalent to the standards published by the Engineering Council in the UK-SPEC at EngTech level or Substantial experience in a similar role 	A A A A
	Knowledge and Experience <ul style="list-style-type: none"> Experience in the analysis and interpretation of data Demonstrate a sound knowledge and understanding of computer software applications (i.e. Microsoft). An understanding of GIS analysis techniques. Experience of communications with stakeholders, contractors and third-party organisations Experience of participating in multi-disciplinary teams Demonstrate a good understanding of the service areas related assets and principles of good asset management. Experience of presenting information in formats suitable for a variety of audiences. 	A/I A/I A/I A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> Ability to manage and prioritise workload, responding to competing needs and demands. Attention to detail and effective organisational skills. Effective interpersonal skills and able to interact effectively with a variety of people. 	A/I A/I A/I

	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Analytical with the ability to interrogate data and make recommendations. • Political awareness. • Have an aptitude for working with figures/plans/maps. • Ability to work to deadlines with minimum supervision. 	A/I A/I A/I A/I A/I
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300