

Technical Officer

Grade 07

Our Vision

We gave a clear vision for Staffordshire - 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 citizens
- 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 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.

GP 21.06.2023 – FINAL
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Service Purpose

This position sits within the Highways Asset Management team. Asset Management underpins all activities on the network ensuring whole life planning is considered at every stage of development. The team is responsible for designing, scheduling and supervising preventative and structural maintenance schemes, monitoring highway condition data and maintaining the Highways Base Specification.

Reporting Relationships

Responsible to: Asset Manager

Responsible for: N/A

Key Accountabilities:

1. Submit applications on behalf of the Asset Management team for various statutory requirements to enable highway maintenance works to take place – including road space applications, temporary traffic regulation orders, utilities records requests, permits and notices ensuring current policy or legislation is adhered to.
2. Liaise with third parties and contractual partners to ensure co-ordination of programmes is on schedule and all permits and notices are completed on time.
3. Liaise with third parties to request testing and surveys as instructed by Engineers
4. Support Project Engineers and Senior Engineers with production of pre-construction information packs and 'Pitching the Message' communication plans, including setting up web pages and responding to scheme enquiries.
5. Ensure works comply with the requirements of the latest health and safety laws, with particular regards to Construction (Design and Management) regulations, by completing required documentation for each scheme or programme of works.
6. Responsible for the updating of GIS mapping layers with project and programme information.
7. Provide support for the Asset Management team by responding directly to standard and bespoke enquiries and requests for information from a variety of sources- using a range of digital record management systems.

8. Provide advice and support to councillors, community groups, residents and businesses regarding Highway Maintenance activities.
9. Assist the Asset management team to manage programmes of highway maintenance work. This will include arranging meetings, taking minutes, maintaining records, preparing documents, and collating and supplying datasets.
10. Maintain good working relationships with other teams within, and external to the organisation to enable co-ordination of works and sharing of information.
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.

Professional Accountabilities:

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

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

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

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 • Substantial experience in a similar role 	A
	Knowledge and Experience <ul style="list-style-type: none"> • Experience of working in partnership with internal and external bodies • Knowledge and/or experience of asset management functions and the co-ordination of highway maintenance activities. • Experience of communications with stakeholders, contractors and third party organisations • Experience of participating in multi-disciplinary teams • Demonstrable ability to use Microsoft software packages • Experience of using GIS and mapping software 	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 • Effective verbal and written communication skills • Analytical with the ability to interrogate data and make recommendations • Political awareness <p>This post is designated as a casual car user.</p>	A/I



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