



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Corporate and Frontline Services
Division:	Highways and Streetcare
Section:	Strategic Projects
Sub Section:	Flood and Tips Risk Management
Post Title:	Senior Technician (Inspector)
Vision Post Number:	NEW
Grade:	GR8
Responsible to:	Senior Engineer - FRM (12752)
Posts Reporting to this Post:	None
Team:	Flood and Tips Risk Management
DBS Required Level:	N/A
Location:	Abercynon Depot, Abercynon
Date of Description:	November 2015

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services in respect of the Strategic Projects Section of the Corporate and Frontline Services Group.

SPECIFIC RESPONSIBILITY

To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan for the Strategic Projects Section.



To undertake inspections of Tips to record the details of these inspections, and to assist in keep the category of each tip under continuous review.

To assist in responding to complaints, queries and requests for service in accordance with Council Policy and direction.

To undertake drainage inspections, flood investigations and drainage enquiries as required.

To assist in the measurement of the Works, the processing of contractor's valuations and the preparation of final accounts.

To undertake site surveys, including topographical, asset inspections and on-site sampling and monitoring.

To assist with the supervision, examination and monitoring, as necessary, of work carried out by Contractors/consultants with regard to contract requirements and authorised budget and programme.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Knowledge of Drainage and/or general construction.</p> <p>Knowledge of ICT.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Qualified to ONC/OND level in Civil Engineering or a similar discipline.</p> <p>Knowledge of Environmental Engineering and/or water engineering.</p> <p>Professional qualification eg EngTech or Equivalent.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Drainage and/or general construction.</p> <p>Inspection of and reporting on Assets.</p> <p>Supervision and quality control of Contractors.</p>	<p>Flood Investigation.</p> <p>Asset Management.</p> <p>Environmental Sampling.</p> <p>Topographical Surveying.</p> <p>Tips/Geotechnical.</p>
COMPETENCIES	Technical, Specialist and Professional Competency Framework	
Working in Partnerships and Teams	<p>Builds lasting, positive & supportive relationships with a wide variety of people</p> <p>Draws upon the best ideas of the team to provide the best services</p>	
Communicating Effectively	<p>Communicates clearly and concisely</p> <p>Cascades and shares information appropriately – on time and to the right people</p>	

Professional Expertise and Development	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional areas</p> <p>Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within RCTCBC and in other organisations</p>
Managing Resources	<p>Plans well in advance to meet deadlines</p> <p>Seeks out alternative solutions to achieve outcomes within available budgets</p>
Achieving Results	Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets
Focusing on Service Users	Uses professional knowledge and expertise to raise standards of service for customers
Creating and responding to change	<p>Engages with new ideas and looks for ways to make them work</p> <p>Uses own creative and innovative skills to achieve best results</p>
Being accountable	Takes full responsibility for delivery of tasks
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	