

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Corporate and Frontline Services
Division:	Highways and Streetcare
Section:	Strategic Projects
Sub Section:	Projects
Post Title:	Technician
Vision Post Number:	14958
Grade:	GR6
Responsible to:	Senior Engineer (Projects)
Posts Reporting to this Post:	None
Team:	Projects
DBS Required Level:	N/A
Location:	Sardis House, Pontypridd
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 assist in the measurement of the Works, the processing of contractor's valuations and the preparation of final accounts.

To assist with site investigations, appraisals and design and produce contract documents, calculations and drawings using CAD for individual schemes and to liaise with other bodies as required.

To assist with site surveys, including topographical, and on-site sampling and monitoring.

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

To provide support for the project management process.

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 Civil Engineering</p> <p>Knowledge of ICT packages eg Microsoft Office</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>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>Civil Engineering</p> <p>CAD Systems (AutoCad)</p> <p>GIS Systems</p>	<p>Highway Design</p> <p>Road Safety</p> <p>Flood Alleviation Schemes</p> <p>Drainage Design</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	<p>Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets</p>
Focusing on Service Users	<p>Uses professional knowledge and expertise to raise standards of service for customers</p>
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	<p>Takes full responsibility for delivery of tasks</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	