

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: PLACE

Job Ref Number: 03743

**Service Area:
Highways Client**

Grade: G5

Job Title: Highways Development Programme, Level 2

PURPOSE OF JOB:

A **Highways Development Programme, Trainee – Level 2** is required to work across and assist a variety of teams within the Highways service as part of a development programme. The Development Programme will be tailored to suit both the needs of the Highway Service and the aspirations / interests of the successful candidates. The objectives of the Development Programme are to develop candidate skills and attributes prior to onward progression within the service. It is hoped that the successful candidates will be our future leaders within Lincolnshire County Council.

The Highways Development programme allows candidates to progress through levels 1, 2 and 3 depending on successfully demonstrating knowledge, skills and qualifications at arranged gateway reviews. Candidates may join the development programme at levels 1, 2 or 3 depending on their educational background.

Each development programme level is a fixed term contract based on the time period of the educational qualification. It is the intension that the once the qualification has been completed the candidate will progress through the development programme and ultimately into a permanent position within the wider Highway Service.

Mentored by the Highways Service Development Lead and the wider team, there will be continuous placements in a variety of different highway roles to allow the candidate to experience different aspects of the Highways service and develop their skills and knowledge. This is likely to involve:

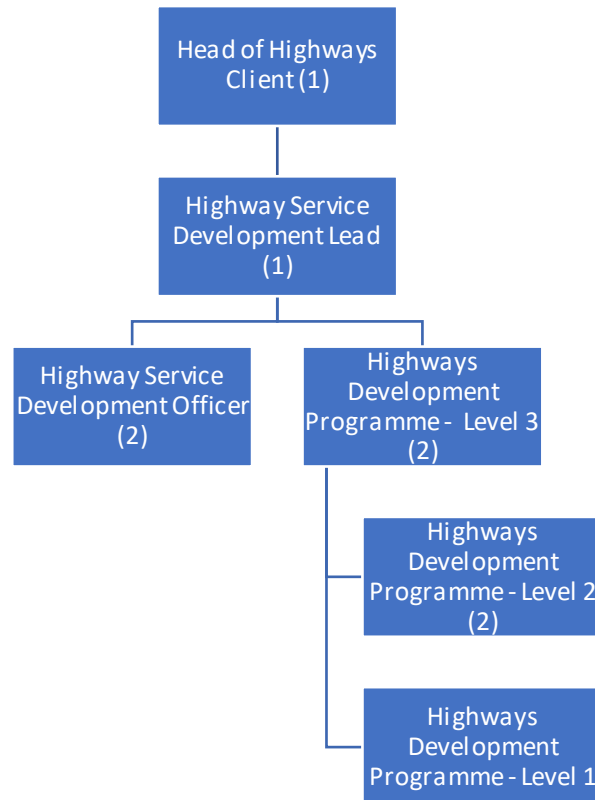
Designing projects / Liaising with the public / Supervising construction works / Network management / Policy setting / Data insight / Working within the winter service team and shadowing senior management.

The role will require:

- Enthusiasm and a willingness to learn.
- Commitment to educational development both in and out of work time.
- Good time keeping
- Good communication skills
- Personal commitment to development

As an officer of Lincolnshire County Council, take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

TEAM STRUCTURE:



1. Line management responsibilities for team
2. Mentoring and Development responsibilities for team

MAIN DUTIES: The specific duties of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

PEOPLE

1	Occasional mentoring and development of junior staff managed by others
2	Occasionally leading and overseeing work done by others

TECHNICAL

1	Have knowledge in different service areas of Highways
2	Manage and implement change to systems of works, eg Quality Management System, SharePoint and processes
3	Day-to-day duties in a variety of highways teams to ensure delivery of service to tome constraints and legislation
4	Lincolnshire Highways Permit Scheme – monitoring and approval of Permits, NRSWA and other site inspections as required
5	Represent LCC at site meetings with third parties
6	Network Resilience – orders for emergency responses on the highway and winter maintenance (gritting) duties
7	Civil Parking Enforcement Duty including queries, administration, and contract issues with external suppliers
8	To participate in all routine office activities as directed by management
9	Social value events and works – ordering jobs and liaison with contractors and third parties
10	Contract management, data analysis and collection and KPI’s with Highways Partners and utility companies
11	Lead on projects relevant to service area
12	Preparation and ordering works through LCC Asset Management IT software

13	Remain up to date with all training requirements of the role including but not limited to Information Governance and Safeguarding and ensure that these are implemented on a daily basis																										
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15	Undertake academic qualifications on day release to work towards career grade progression.																										
PERFORMANCE																											
1	Deliver own tasks to time and budgets																										
2	Work with colleagues, contractors and 3 rd parties to achieve successful outcomes																										
3	Identify own areas of weak performance and seek support																										
QUALITY, HEALTH AND SAFETY																											
1	Work within established Health and Safety guidance and Codes of Practice, including on site.																										
2	Creation of risk assessments and Hazard forms relevant to the highways service																										
3	Follow established safe systems of work																										
COMMUNICATIONS AND RELATIONSHIPS																											
1	Build relationships and influence colleagues, partners, and stakeholders																										
2	Work effectively and agree works with third parties such as contractors, Utility Companies and other agencies.																										
3	Delegate work to junior members of staff when required																										
4	Respond to members of the public affected by works on the highway																										
5	Supply data and information to the public and media as required																										
6	Be in regular contact with partners, 3 rd parties and stakeholders																										
PROJECT MANAGEMENT																											
1	Data analysis, preparing papers and reporting including collation of KPI data																										
2	Preparation of contract documents, programmes and administration and monitoring of project dates.																										
3	Basic knowledge and input into procurement for projects																										
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