

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Director Area: Place**

**Job Ref Number: 03608**

**Service Area: Highway Design Services**

**Grade: G5**

**Job Title: Highways Technical Officer**

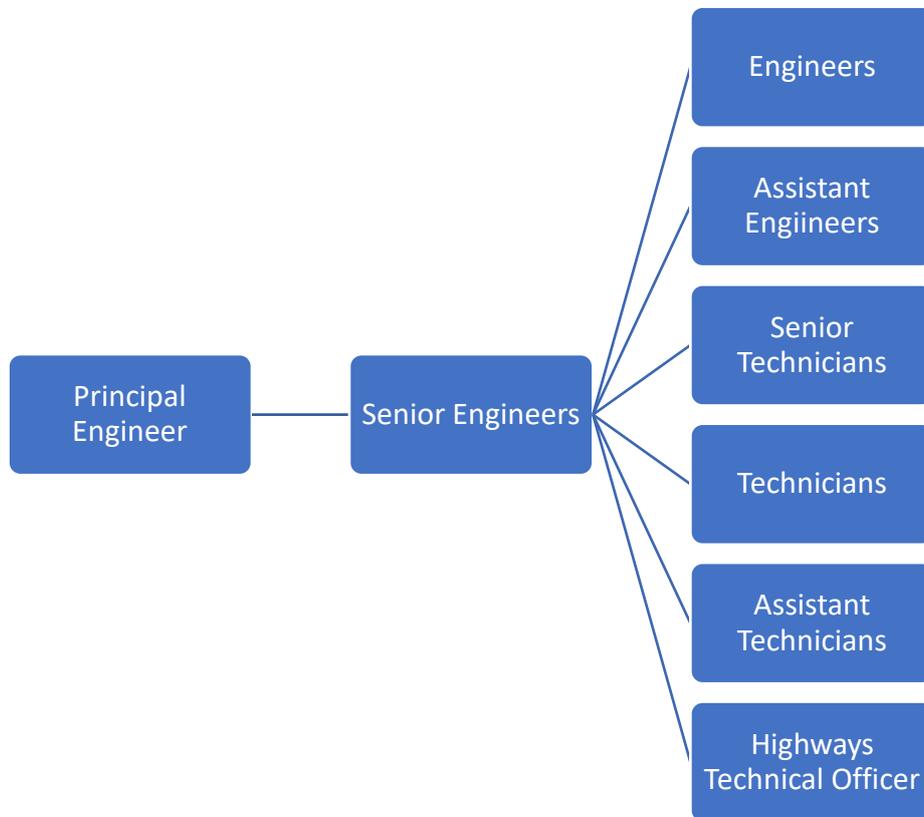
**PURPOSE OF JOB:**

To help provide high quality flexible and resilient technical capability across the service through delivering functions relating to operational systems, processes, and protocols.

Furthermore, to assist, under direction, with the design of infrastructure projects, and aspects of programmes of work. Undertake aspects of project delivery and execution from inception to completion.

Assist under direction with the asset management of highway infrastructure, including asset-related programmes of work whilst helping to maintain and promote TSP as a centre of technical excellence.

**Typical Team Structure**



**MAIN DUTIES:**

Across Highways Design services, and occasionally the whole of Highways, provide a range of high quality technical activities across a variety of operational systems, processes and protocols. These activities include, but are not limited to:

**People**

- Mentoring and development of more junior staff ,
- Occasionally leading and overseeing work done by others, for example during site surveys and inspections
- Operational input in the provision and analysis of data for resource management

**Technical**

- Have the ability to update and maintain inventory records, in accordance with the Asset Management Plan
- Assist in the legal process for land acquisition, potentially including negotiation and liaison with landowners, their agents, legal and land valuation services,
- Use of specialist software relevant to the area of responsibility,
- Follow legal order processes associated with the delivery of infrastructure projects,
- Management and development of Sharepoint sites,
- Development of Power BI dashboards,
- Utilisation of data from and information interfaces with Confirm in relation to works orders and asset management
- Operational input into BIM processes and the broader digital agenda
- Provision of data analysis and operational information in relation to highways-related carbon management plans and activities
- Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

**Performance**

- Deliver own tasks to time and budget,
- Work with clients to achieve successful outcomes,
- Identify areas of weak performance and seek / provide support as appropriate,
- Report to clients on project delivery, programme and expenditure,
- Plan and evaluate work carried out by self and others in the service carrying out related tasks. Plan activities and determine work methods to achieve objectives and evaluate against targets,
- To take personal responsibility for completing allocated areas of work as part of individual and team objectives and identify any improvements to operational processes, making best use of LCC resources,
- Assistance with the Operation and maintenance key department organisational processes and systems,
- Researching and collating performance information,
- Assist with the coordination of the Training and Development programme,
- Production and analysis of management information,

**Quality, Health and Safety**

- Follow established systems of work, including the Quality Management System,
- Work within and follow established Health and Safety guidance and regulations,
- Ensure compliance with Quality Management systems and contribute to their improvement.

***Communications and Relationships***

- Provide data and information in formats suitable for responses to members of the public affected by works or proposals,
- Build relationships with and Influence colleagues, partners and stakeholders,
- Proactively supply information to the public and the media as required in own area of responsibility,
- To provide a high quality customer service to both internal and external customers resolving, where possible, expressions of dissatisfaction or complaints and promoting Equality and Diversity at all times.

***Service and Corporate***

- Contribute to the wider management of TSP, including Business Planning, Performance Management, Digital Strategy, Carbon Management etc.
- If needed for planned supervision of site works, the post-holder is expected to carry out duties (either as additional or contracted hours) on any day of the week, including evenings and nights (applicable payments will be made in accordance with the Council's conditions of services).
- To operate and arrange the update of various LCC computer systems accurately and within defined areas of responsibility, complying with all LCC policies and within timescales.
- To support LCC's Information Governance principles and contribute towards the safe and confidential capturing, handling, transfer and storage of data.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential/ Desirable
<b>SKILLS</b>		
Be innovative	A I	E
Collaboratively work in partnership with embedded private sector partners	A I	E
Customer care and interpersonal skills	A I	E
Proactive in management of own tasks, focused on delivery to time, cost and quality	A I	E
Able to negotiate with internal partners	A I	D
An active problem solver	A I	E
Building own (and team's where relevant) relationships with colleagues across the organisation	I	E
Comfortable working with ambiguity and uncertainty, with a flexible and responsive approach	I	E
Self-motivated and organised	A I	E
Good written english communication and comprehension	A	E
Good verbal english communication	I	E
Good numerical skills	A	E
Thorough with good attention to detail	I	E
Lateral thinking demonstrated through ability to adapt to the use of a range of IT systems		
<b>QUALIFICATIONS</b>		
At least five Level 2 qualification(s) in related discipline(s) including Maths and English at Grade c / Level 4 or above	A	E
Level 3 qualification(s) in related discipline(s)	A	D
<b>KNOWLEDGE</b>		
Knowledge of relevant specialist software (eg Bodet, Cora Project Vision, ProjectWise)	A I	D
Knowledge of relevant general software systems (eg Power BI, Sharepoint etc)	A I	E
Knowledge of essential Health and Safety requirements in an office environment	A I	E
Knowledge of GDPR requirements within the workplace	A I	E
<b>EXPERIENCE</b>		
Experienced in a range of MS Office applications, including Word, Excel, PowerPoint, Visio	A I	E
Experienced in the use of business information systems such as PowerBI and Sharepoint	A I	D
Experienced in providing excellent customer service, in particular to internal customers	A I	E
Experience in the development and operation of processes to manage, monitor and control service-based operational functions	A I	E
Experience in working under and taking responsibility for elements of an ISO9001:2015 Management System	A I	D
A = Application form	T = Test/Assessment	I = Interview
		P = Presentation

## **GENERAL**

The postholder is required to 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.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Details:**

<b>Job Title</b>	Highways Technical Officer
<b>Identifier</b>	03608
<b>Director Area</b>	Place
<b>Service Area</b>	Design Services
<b>Date</b>	30/05/2023
<b>Score</b>	350
<b>Grade</b>	Grade 5

**Factor Levels:**

<b>Supervision/Management Of People</b>	1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	3
<b>Contacts &amp; Relationships</b>	3
<b>Decisions - Discretion</b>	2
<b>Decisions - Consequences</b>	2
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	1
<b>Knowledge &amp; Skill</b>	3