

JOB DESCRIPTION & PERSON SPECIFICATION

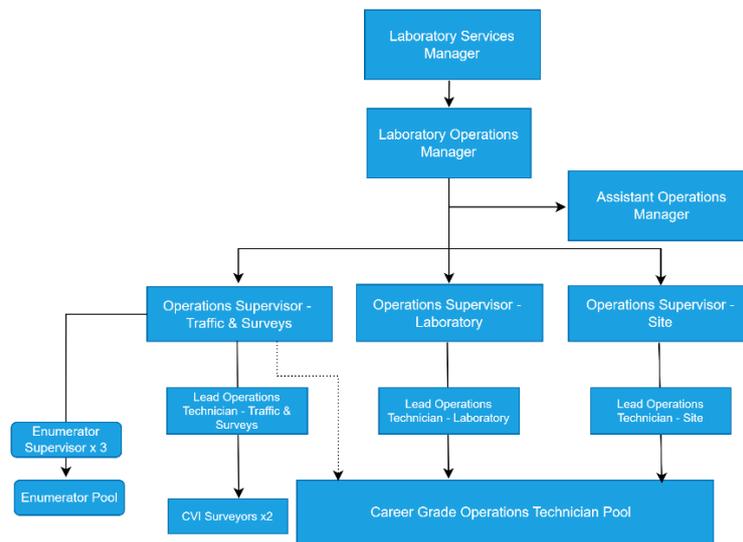
Director Area: Place	Job Ref Number: 1609
Service Area: Lincs Laboratory	Grade: 1 (SCP2)

Job Title: Enumerator

PURPOSE OF JOB:

To undertake Traffic Counts and Surveys.

STRUCTURE CHART:



MAIN DUTIES:

1	To undertake Traffic Counts and Surveys.
2	To undertake other miscellaneous ad hoc work including letter drops and walking surveys.
3	To accurately capture and record survey data in accordance with the established systems and processes
4	To maintain safe working practices complying with Health and Safety requirements

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to capture, record and transfer data accurately and consistently.	A/I	✓	
Ability to undertake and maintain safe working practices and comply with Health and Safety requirements and procedures	A/I	✓	
The postholder will be required to have the ability to travel around the County and keep appointments for the commencement of surveys	A/I	✓	

*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.