

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION	
Job Title:	Technician <i>(Highway Projects & Road Safety)</i>
Directorate:	Place & Economy (P&E)
Service:	Highways Service
Reports to:	Project Manager <i>(Highway Projects & Road Safety)</i>
Grade:	Scale 3 - 4
Hours:	37

JOB PURPOSE

To assist the Highway Projects & Road Safety team in the development, implementation and monitoring of the County Council's programme of local infrastructure projects.

PRINCIPAL ACCOUNTABILITIES		% Relative Importance
1.	<p>Communication and Customer Focus</p> <p>Support the Highway Projects & Road Safety team in developing projects that best meet the needs of the local community by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development and delivery of projects.</p> <p>Ensure stakeholders and the local community are kept informed of project progress and queries are dealt with sympathetically and within agreed response times.</p>	30%
2.	<p>Project Delivery</p> <p>Assist in all aspects of the planning and design of local infrastructure projects (e.g. highways, bridges, rights of way, etc)</p> <p>Assist in ensuring projects take due regard of the needs of all users of the network, especially those who are vulnerable or have particular needs.</p> <p>Assist in liaison with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.</p>	50%
3.	<p>Partnership Working</p>	15%

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PRINCIPAL ACCOUNTABILITIES		% Relative Importance
	Assist with the engagement of key partners such as the District Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver infrastructure projects that meet the Council's and partners' objectives.	
4.	<p>Financial and Risk Management</p> <p>Assist with the monitoring of expenditure against project budgets.</p> <p>Comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects.</p>	5%

The Economy Transport and Environment directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

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PERSON SPECIFICATION	
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Hours:	37

The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential

- 5 GCSEs including Maths, English and a Science

Desirable

- ONC Civil Engineering or related subject, or equivalent NVQ/A Levels

Knowledge and Experience

Essential

- Computer literate including an understanding of spreadsheet and database packages
- Good communication and interpersonal skills

Desirable

- Previous experience working in highway infrastructure – local authority or consultant
- Knowledge of traffic management and / or highway maintenance
- Good letter writing and report writing skills

Other

Essential

- Have the ability to visit offices and sites, when necessary, where public transport is limited.
- Have the ability to visit and inspect sites which may have difficult access.
- Be able to attend meetings out of hours when necessary

Cambridgeshire County Council Behaviours - WIRE

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The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

Working together

Scale 1-3

- I establish credibility and work cooperatively with colleagues and customers
- I maintain good practice as well as making future improvements

Scale 4-6

- I establish credibility and work cooperatively with colleagues and customers
- I maintain good practice as well as making future improvements

Integrity

Scale 1-3

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

Scale 4-6

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

Respect

Scale 1-3

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

Scale 4-6

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

Excellence

Scale 1-3

- I consistently meet my objectives
- I can identify and deliver excellent practice in my work

Excellence

Scale 4-6

- I plan and anticipate changes in working practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes