

## JOB DESCRIPTION

<b>Post Title:</b> Construction Technical Assistant	<b>Director/Service/Sector</b> Local Services, Highways		<b>Office Use</b>
<b>Grade:</b> 5	<b>Workplace:</b> Countywide		<b>JE ref:</b>
<b>Responsible to:</b> Construction Manager	<b>Date:</b> Aug 2022	<b>Manager Lever:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> Assist with day-to-day operations in Construction operational teams, to meet the requirements of the County Council and other clients. Assist with managing the day-to-day delivery of services to achieve high levels of stakeholder satisfaction.			
<b>Resources</b>	Staff	Assist the Construction Manager with front line operational construction specialists and highways operatives	
	Finance	Day to day monitoring of the Area Highways Construction budget (substantial in value) to ensure effective utilisation	
	Physical	Plant, Vehicles, Equipment, Buildings and databases.	
	Clients	Clients, Government Agencies, Partner Organizations, and providing an efficient and effective service to the general public	
<b>Duties and key result areas:</b> Individually or as part of a team and under the general direction of senior manager colleagues:			
<ol style="list-style-type: none"> <li>1. Assist the Construction Manager for all day-to-day workload and staffing issues relating to the Countywide Operational Construction and Highways Teams.</li> <li>2. Assist and coordinate resources for individual activities to ensure the provision of services within the agreed policy and financial framework for Construction and Highways.</li> <li>3. Assist to prepare service delivery and plans for operational Construction and Highways matters. To oversee their implementation and monitor progress.</li> <li>4. Monitor Workforce and help determine training requirements. Production of sickness returns and authorisation of holiday entitlements.</li> <li>5. Carry out inspections, monitor and report both authorised and unauthorised works.</li> <li>6. Ensure Public Liability Claims and immobile property damages are minimised and investigations are conducted and relevant documents are processed, as necessary.</li> <li>7. Deliver training to workforce in the form of 'tool box talks' etc</li> <li>8. As necessary, liaise and negotiate with suppliers not on NCC Frameworks to obtain optimum prices for supplies and services purchased.</li> <li>9. Ensure compliance with Regulations and other relevant legislation</li> <li>10. Assist with the overseeing area construction programme and recommend amendments alterations, as appropriate.</li> <li>11. Assist with monitoring financial budgets and delivery programmes.</li> <li>12. Help establish quality standards and performance indicators for services, review performance and ensure appropriate action is taken. Ensure that prevailing legislation and best professional practice are reflected in the standards and values of activities undertaken.</li> <li>13. Assist consult and negotiate with clients, market services and promote good customer relationships. Liaise and arbitrate with elected members, clients, sub-contractors, support services and Directorates of the County Council.</li> <li>14. Represents the interests of Highways and the County Council at public meetings, district or parish council meetings, public enquiries etc.</li> <li>15. Promote and maintain procedures and safe systems of working or working to comply with health and safety and employment legislation, including the CDM regulations.</li> <li>16. Contribute to the development and maintenance of quality, environmental and health and safety systems. Embrace the concepts of customer care and IIP in all activities.</li> <li>17. Any other duties appropriate to the nature, level and grade of the post.</li> </ol>			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
<b>Work Arrangements</b>			

Transport requirements:	Extensive travel throughout the county to various types and sizes of work sites, area offices, other internal and external client offices. Also, further afield for meetings and training.
Working patterns:	
Working conditions:	

Normal working hours apply but must be able to work out-of-hours, sometimes at short notice as required.  
Expected to work outside in various extremes in weather conditions.

## PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Technical qualification or equivalent level.</li> <li>● Level 3 - BTEC in Civil Engineering</li> <li>● Relevant Health and Safety Training</li> <li>● NVQ 3 in Supervisory management</li> <li>● General standard of education demonstrating literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>● Other professional or management qualification Or Eng Tech with the institute of Civil Engineers</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Experience of managing in a comparable environment.</li> <li>● Detailed knowledge of all aspects of Construction design and maintenance.</li> <li>● Working knowledge of the organisation of the County Council.</li> <li>● A detailed knowledge of technical, professional, legal and commercial issues</li> <li>● Knowledge of construction and commercial practices in the private sector.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of budgetary and financial control.</li> <li>● Experience of managing an organisation with ISO 9001, ISO 14001 and OHSAS 18000</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Good management, communication, presentation and negotiation skills.</li> <li>● An objective and rational approach to problem solving and decision making.</li> <li>● Good interpersonal skills with the ability to build and lead by effective teams.</li> <li>● Good motivational and communication skills.</li> <li>● Commercially aware</li> <li>● Self-motivated, adaptable and resourceful</li> <li>● Effective planning and organisational skills</li> <li>● Good at problem solving and the ability to work with a minimum of supervision</li> </ul>	<ul style="list-style-type: none"> <li>● Well-developed marketing and promotion skills</li> </ul>	
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>● Able to remain calm and professional when dealing with emotive issues and explaining the council's position and responsibilities. Also including emergency situations and winter services.</li> <li>● Ability to lead and motivate a team of individuals</li> <li>● Self-motivated, adaptable and resourceful</li> </ul>		

<ul style="list-style-type: none"> <li>● Normally works from a seated position with frequent need to walk, bend or carry items e.g., traffic signs etc</li> <li>● Need to maintain general awareness with lengthy periods of enhanced concentration</li> <li>● Regular contact with the public/clients in dispute with the County Council</li> <li>● Regular exposure to working out doors</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>● A current UK driving licence - Category B.</li> <li>● Ability to meet the construction requirements of the post</li> <li>● Ability to work outside of normal office hours including weekends, evening and early mornings</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits