

## JOB DESCRIPTION

<b>Job Title</b>	Street Works Technician		
<b>Directorate</b>	Infrastructure & Transport		
<b>Reporting to</b>			
<b>Grade</b>	13		
<b>Evaluation ref:</b>	AG0403	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>The Street Works Technician will support the Highway Operations and Transport Development Directorate by working on various elements of road closures and network coordination. This role involves providing technical advice and support to senior colleagues and external organisations, ensuring that the statutory requirements of the County Council as the highway authority are met. The technician will assist in the preparation of presentation materials, manage and analyse data, and support the administration functions of the team. Additionally, the role includes attending internal and external meetings, researching and collating information, and ensuring timely responses to public inquiries. The postholder will also uphold the council's equality, diversity, and inclusion policies, promoting a safe and inclusive working environment.</p>			
<b>Accountabilities</b>			
<p>Under supervision, work on selected elements of Street works and Permit processes e.g. network coordination, preliminary design work, researching best practice etc, using a combination of technical knowledge, bespoke ICT systems and interpersonal skills.</p> <p>Provide basic technical advice and support to senior colleagues, members of the public, and external organisations, e.g. including District Councils, Parish Councils, Statutory Undertakers, private developers, etc.</p> <p>Ensure, under supervision of a senior colleague, that the statutory requirements of the Council as the highway authority are met, including elements of the Somerset Council Permit Scheme.</p> <p>Support business support colleagues with the administration function for the team, e.g. check accuracy of work, provide guidance, etc.</p> <p>Assist in the preparation of presentation material, e.g. statistics, detailed plans, maps, and tables, etc for use by professional officers, Strategic and Service Managers at Committees and other meetings, using digital applications.</p> <p>Manage, collate and analyse basic data. Present key findings to senior colleagues. Drive forward the use of SharePoint, Power BI and digital storage methods.</p>			

## JOB DESCRIPTION

Assist Senior colleagues with the preparation of information and materials to be used in the design and delivery of presentations and briefings to support highway and traffic management project work.

Attend internal and external working groups meeting to support in a technical capacity representing the Traffic and Transport Development Service Area and SC.

Assist senior colleagues with compiling results of customer questionnaires, surveys and consultation exercises.

Ensure information requested by colleagues and the members of the public, e.g. information on co-ordination, road closures, etc is provided in a timely manner in accordance with the Corporate Charter.

Provide assistance and cover for colleagues during periods of absence.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Understanding of road closures and network coordination processes.	x	
Knowledge of statutory requirements for highway authorities.	x	
Familiarity with technical aspects of highway and traffic management.		x
Awareness of best practices in road design and traffic management.		x
Knowledge of data management and analysis techniques.		x
<b>Experience</b>		
Experience in providing technical support in a similar role.	x	

## JOB DESCRIPTION

Experience in preparing presentation materials and technical documents.	x	
Experience in managing and analysing data.	x	
Experience in administrative support within a technical team.		x
Experience in attending and contributing to technical meetings.		x
Experience in customer service and handling public inquiries.		x
<b>Qualifications / Registrations / Certifications</b>		
Relevant technical qualification in highway or traffic management.	x	
Certification in data management or analysis.		x
Training in equality, diversity, and inclusion.		x
Qualification in administrative support or office management.		x
Certification in project management.		x
Relevant health and safety certification.		x
<b>Skills</b>		
Strong technical and analytical skills.	x	
Excellent communication and interpersonal skills.	x	
Proficiency in preparing technical documents and presentation materials.	x	
Ability to manage and analyse data effectively.	x	
Strong organisational and administrative skills.		x
Ability to work collaboratively within a team.		x
Proficiency in using relevant software and tools.		x
<b>Working Conditions</b>		

## JOB DESCRIPTION

### Dimensions of the role

Contact takes place by telephone, written correspondence including electronic correspondence and in person, when seeking or providing information is an essential element of everyday work. Daily contact with professional officers to discuss work requirements and agree priorities and work plans. Within the Council there will be frequent meetings with other members of the Highway Operations and Transport Development Group. May also be required to attend meetings with team members from other E&CI groups. Required to liaise with members of the Statutory Undertakers, public, SC colleagues, Parish Councils, external organisations and Government departments. Establishing and maintaining good working relationships both internally and externally to SC is essential to aid the work of the Group. Attends both internal and external working groups in a technical capacity to represent the Group and SCC. Maximises opportunities to establish a network of contacts to assist with research and analysis of information or to discuss various highway issues. Provides support for the Team Leader and Professional Officers in the team and also across the Highway Operations Group. There are 120 FTE's in the Group.

### Working Arrangements

Somerset Council's Dynamic Working Strategy will be applied to this position.

### Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: