

ROLE DESCRIPTION

Role title	Technician – Highway Design		
Directorate	Infrastructure and Transport		
Reporting to	Principal Engineer – Highway Design		
Grade	12		
Evaluation ref;	AG0568	Job Family Ref:-	EST 12
Role purpose			
Provides support to senior engineers in the design of highway improvement projects (including but not limited to Safety, Active Travel, Rural Mobility, Electric Vehicle projects) using a combination of professional and technical knowledge.			
Key results area	Accountability		
Corporate Responsibilities	<ul style="list-style-type: none"> 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. 		
Service Delivery	<ul style="list-style-type: none"> Provides support to senior engineers in the design of highway improvement projects (including but not limited to Safety, Active Travel, Rural Mobility, Electric Vehicle projects) using a combination of professional and technical knowledge. Supports others in the discharge of the role of a Designer, or performs the role themselves under supervision, under the Construction Design and Management Regulations 2015 and all associated duties, including projects designed by team members. Duties include <ul style="list-style-type: none"> ensuring that the client is aware of their duties taking all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the asset, to adequately assist the client, other designers and contractors to comply with their duties considering the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably 		

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	<p>practicable, foreseeable risks to health or safety, controlling the risks through the subsequent design process</p> <ul style="list-style-type: none"> • Supports the feasibility appraisal by senior engineers into potential highway improvement schemes. • Supports the feasibility design by senior engineers of potential highway improvement schemes. • Supports the outline and detailed design of selected option(s) for highway improvement schemes. • Supports the process of Early Contractor Involvement throughout scheme design to take on board opportunities for value engineering, innovation and buildability • Supports the pre-construction phase of projects, including the development of the Specification and Works Information/Scope in the required format. Assists in the preparation of any necessary legal orders. • Produces the scope for Road Safety Audits at relevant stages of scheme design and delivery. Reviews the outputs/ recommendations of these audits and assists others in the formulation of a response and report in collaboration with the Project Sponsor. • Supports design inputs during scheme construction.
Problem Solving	<ul style="list-style-type: none"> • Undertake preliminary investigations into simple technical issues, advising Senior Officers on the findings. • Provide technical knowledge on issues such as scheme development to understand the impact on the highway and highway user and highway authority roles.
Financial/Budget Management	<ul style="list-style-type: none"> • Supports the identification and quantification of project risks.
Develop, input, and deliver policies	<ul style="list-style-type: none"> • Contribute to selected aspects of projects with key stakeholders as agreed with the Manager/Senior Officer.

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Qualification/Knowledge/Experience/Skills

Qualifications

Essential

- Level 2 qualified equivalent to 5 GCSE's grade A-C, including Maths and English
- Level 3 qualified equivalent to 3 A Levels.

Desirable

- Working towards Level 4 qualification
- Working towards an Engineering or Transport related qualification.

Work Experience

Desirable

Some experience of

- technical highway design, and use of relevant standards
- application of Construction Design and Management Regulations 2015
- awareness of current issues impacting upon local government, including need for good management of public assets and provision of value for money.

Knowledge and Skills

Engineering Knowledge

- Have the aptitude to develop engineering knowledge and understanding, and apply technical and practical skills

Design and development

- Have the aptitude to contribute to the design, development, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

Personal responsibility

- Able to accept and exercise personal responsibility

Commercial Ability

- Shows an appreciation of the commercial considerations within their own area of responsibility.

Health, Safety and Welfare

- Shows an understanding of the priority afforded to health, safety and welfare in the design and delivery of highway improvement schemes

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Sustainable Development

- Shows an understanding of the priority afforded to sustainability in the design and delivery of highway improvement schemes

Professional Commitment

- Shows an understanding and appreciation of the commitment required to professional conduct

Dimensions of role

Contacts & Relationships

1. Within the Council, there are frequent meetings with staff across Infrastructure and Transport, the purpose of which will be to receive instruction, exchange advice and information, provide guidance, attend and participate in briefing meetings and working groups. May also be required to attend meetings with team members from outside the Directorate.
2. A wide range of organisations, including those with whom the Council contracts, other Local Authorities, Government departments at national and regional level, as well as private organisations.
3. Internal staff to provide advice, guidance, direction and support.
4. Consultants and specialist advisers to coordinate and incorporate inputs involved in the development of highway scheme designs.
5. In conjunction with senior engineer, engage with contractors/ sub-contractors to assist in dealing with design queries and Requests for Information (RFIs).
6. Professional and technical staff within the Council in respect of matters associated with highway design to assist in ensuring effective design and delivery of highway schemes.
7. Programme and Project Managers in respect of matters associated with engineering design to support project delivery.

Resources

1. Provides information on request to support budget and resource management.
2. Provide assistance in the development of Bills of Quantities for prospective highway improvement schemes with the support of others.
3. Responsible for requisitioning goods/services up to limits defined within Somerset Council's Scheme of Delegation appropriate to grade.

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4. May be involved in inter-service, multi-disciplinary collaborative working, working alongside and supporting other professional engineering officers, support staff and staff within and external to the Council.
5. Input to the drafting of Task Orders (both for work commissioned through Construction and Engineering Consultancy contracts), supporting others to maintain an overview of work delivered.

Notes

Competencies / attributes

Organisation and Planning

- Ensure routine tasks are carried out consistently and efficiently
- Manages interruptions efficiently and in a calm manner, providing advice or support as appropriate
- Demonstrates an ability to use initiative and to organise and prioritise own workload
- Plans ahead to meet priorities with competing deadlines
- Monitors own performance adjusting pace and implementing corrective actions as necessary

Interpersonal Skills

- Confident and approachable – interacts and converses easily with people and initiates contact as appropriate
- Adopts a flexible and adaptable approach to support managers and others
- Operates processes and procedures consistently in a way that supports the needs of others
- Actively seeks out feedback in order to improve standards of service
- Demonstrates sensitivity and respect for individual rights and cultural needs. Actively promotes principles of equality and diversity

Analysis and Problem Solving

- Demonstrate ability to research, gather and present information in accordance to the requirements of the original brief
- Able to apply acquired specialist and technical expertise

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	<p><u>Communication Skills</u></p> <ul style="list-style-type: none"> • Communicates clearly and accurately both orally and in writing to enhance understanding and facilitate decision making • Demonstrates an understanding and sensitivity to others • Prepares information which meet the needs of a range of audiences <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> • Develops job knowledge and expertise through commitment to continual professional development, e.g. attendance on external and internal training ,on the job training, occasionally undertaking activities outside of current role descriptions etc
Working conditions:	Mainly desk based, with some site visits.
Working arrangements:	37 hours per week. These will be in agreement with the line manager.