

Post Specification

Date	June 2023
Post Group Number	5833
Post Title	Technical Assistant
Job Family	RT7
Job Family Role Profile	Regulation and technical
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description	
Highways and Transport	
Purpose of this post	
To provide support to the highway network manager with an emphasis on the programming, estimating and cost management of highway works carried out by the in house teams. To oversee the works carried out by external parties to ensure estimating and billing is as accurate as possible.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. To support the Highways Network Engineer in building up accurate cost estimates for highway works. 2. To regularly monitor activity / unit rates on the financial and works ordering systems to ensure accuracy. 3. To produce detailed reports relating to performance against estimate when directed. 4. Interrogation of works ordering and financial systems in order to review apportioned costs. 5. To monitor performance of the appointed framework contractors and review invoices etc. 6. To manage low to medium value procurement exercises in accordance with standing orders. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • HND or NVQ Level 3 in appropriate discipline or equivalent • Knowledge of Financial monitoring and budget control • Extended knowledge of highway materials and operations • Knowledge in health, safety and welfare regulations. • Extended knowledge of application of standards, specifications, systems, guidelines, regulations, policies and legislation appropriate to relevant work areas or service. • Knowledge of performance management • Knowledge of Project, programme and risk management 	

- Evidence of continuing personal and professional development
- Knowledge of Contract Management
- Can demonstrate expertise in own relevant professional field.
- Working within a highway maintenance environment in a surveying capacity.
- Producing detailed and accurate cost reports
- Procurement experience around productions of BoQs and schedule of works.
- Rules associated with procurement within a local authority context
- Experience in dealing with customer and service providers
- Experience of working in the relevant service area of the business and the context in which it operates
- Able to work to high levels of accuracy and timeliness
- Literate and numerate
- Prioritise work to achieve best results
- Good communication skills, ability to converse at all levels.
- Ability to work as part of a team
- Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.
- Financial management skills
- A flexible approach to work
- Computer literate and ability to work with computer systems and Microsoft Office suite of programmes
- Project, programme and risk management skills
- Good communications skills
- Self motivating
- Co-ordination and facilitation skills.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimum exposure.
Physical Demands	Normal effort required.
Working Conditions	Will have minimal exposure to all weathers. Will be required to wear PPE in operational areas. Minimal exposure to waste, dirt, traffic, dust. Will be required to travel throughout the Council area.
Other Factors	