

Job description

Job title:	Technical Officer (Level 1 and 2)
Grade:	Level 1 Dorset Grade 7 Level 2 Dorset Grade 8
Job evaluation reference:	Economy and Environment
Job family:	ES 587 c-d

Purpose and impact

1. Accountable to a Manager or Senior Manager supporting the provision of technical services within a designated function.
2. To provide proper and effective delivery of projects and/or services.

Key responsibilities

3. To work with other professional and/or technical staff in the delivery of allocated projects and/or services.
4. To ensure the provision of high quality projects and/or services.
5. To maintain accurate records.
6. Undertake specific technical activities, in the production of cost effective projects or services, from inception to completion, working to meet agreed priorities and deadlines and ensuring optimum use of resources.
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8. Liaise with technical in-house and external consultants as necessary, to achieve effective project delivery.
9. Where required, assist in contract administration, including measurement of works
10. Input to administration systems, ensuring accurate input for each allocated project
11. Operate in accordance with Quality and Health and Safety Systems and other agreed procedures ensuring all Health and Safety requirements are met.
12. As directed, assist in preparing technical information, for public inquiries, arbitrations, adjudications or similar events.
13. Where directed, undertake public consultation, maintaining good relations with internal and external contacts.
14. Where directed, assist in liaising with residents on work related issues.
15. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

16. Liaise with technical in-house and external contractors and/or consultants.



Job description

Other factors

17. Assist in the preparation of estimates for allocated projects and the monitoring of programmes, to achieve project delivery to time.
18. Responsible for PC, hand held communication device (eg mobile phone) and associated equipment and other specialised technical equipment as and when required.
19. Office based, but regular requirement to travel to other offices and site visits.
20. Periods of public consultation and/or site visits to survey needs, inspect works.
21. Occasionally the post requires working in potentially dangerous environments, such as buildings or construction sites with some lone working.
22. Site visits require a degree of dexterity (use of ladders, walking across all types of countryside etc) and close to traffic, with exposure to traffic fumes and construction hazards.
23. General, offering advice, guidance and some detailed interpretation where the issue is not straight forward.
24. Liaise with technical in-house and external contractors and/or consultants.
25. Undertaking public consultation and liaising with local communities.
26. Interruptions are a regular feature of the post, with some conflicting demands, including addressing site problems.
27. Occasionally confrontational and verbally aggressive situations arise with contractors and residents to resolve difficulties.
28. Progression in Post

There are two levels of Technician.

For Level 2, see the advancement requirements as set out for Knowledge and Experience within the Person Specification.

At Level 2: The post holder will be expected to deal effectively with community and project issues, regularly exercising creativity and innovation to meet set objectives.

At this level, work involves a wider role, with the post holder undertaking more complex and varied projects and/or advanced level of tasks.

Contract documentation and administration, including variations and day-works.

This post also lies within the career grade of the Economy and Environment job Family.

The advancement criteria are set out in the Job Description and Person Specification for the next level post, Senior Technician.

To advance within the career grade, the post holder must be able to evidence working and competence at the higher level required of a Senior Technician. Progression is dependent upon business need.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.



Job description

Full details can be found on the job website under [‘Working for Dorset Council’](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
<ol style="list-style-type: none"> 1. BTEC Higher National Certificate (HNC or HND) or acceptable equivalent alternative for specialist fields e.g. National Transportation Qualification at Level 3, or comparable sound specialist knowledge and relevant experience. <p>For Technician Level 2 (see the notes under Knowledge and Experience).</p>
Experience
<ol style="list-style-type: none"> 2. Reasonable experience within area of responsibility. 3. Experience within an office environment, able to read and interpret data and/or prepare drawings. 4. Reasonable experience of the democratic local government processes, including public consultation 5. Some experience in the use of IT within the area of responsibility. 6. Experience of applying Quality and Health and Safety principles. <p>NOTE: For Technician Level 2, relevant experience within area of responsibility must be significant. Able to evidence satisfactory project management / community involvement and responsible for more complex and/or advanced tasks.</p>
Skills, abilities & knowledge
<ol style="list-style-type: none"> 7. Good numeric skills 8. Able to interpret and analyse information from drawings 9. Able to work within a team environment 10. Able to follow procedures 11. Computer literate 12. Flexible and willing to learn
Behaviours
<ol style="list-style-type: none"> 13. Respect 14. Responsibility 15. Recognition 16. One Team: Collaboration
Other
<ol style="list-style-type: none"> 17. Adaptable. 18. Able to fulfil the travel requirements of the post. 19. Postholder will need to obtain an SIA Public Space Surveillance (CCTV) License (required for ITS Team related posts only).



20. Successfully pass a Non-Police Personnel Vetting (NPPV) process prior to employment and when required during their employment (required for ITS Team related posts).
21. Requirement to work occasional evenings and weekends and participate in out of hours standby rota (required for ITS Team related posts only).

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
22. AutoCAD ability at City and Guilds (required for design related posts).
Experience
23. Public and stakeholder consultation experience within area of responsibility
21. Where applicable, reasonable design and contract administration experience.
Skills, abilities & knowledge
22. Able to meet deadlines
23. Familiar with relevant computer programmes.

Approval			
Manager	Pay & Reward Team	Date	January 2015

