

# Job description

Job title: Senior Technical Officer Level 1 / 2 / Supervisor  
Grade: ` Dorset Council Grade 9 / 10 / 11  
Job evaluation reference: ES 587 e / f / g  
Job family: Natural Environment

## Purpose and impact

1. Accountable to a Manager or Senior Manager for the provision of technical services within a designated function.
2. To provide proper and effective development and delivery of projects and/or services.
3. To provide technical advice and support.
4. To co-ordinate other technical staff in the delivery of allocated projects and/or services, from inception to completion.
5. To ensure the effective control of allocated project and/or service budgets and delivery of high class services.

## Key responsibilities

6. Undertake technical activities, in the planning, programming and production of cost effective projects or services, working to meet agreed priorities and deadlines.
7. Assist in co-ordinating the work with other in-house and external technical staff required to deliver projects and/or services.
8. Co-ordinate in-house and external consultants, to achieve effective project delivery.
9. Assist in the preparation of contract documentation and undertake contract administration, including measurement of works, variations, day works and assessment of claims.
10. Assist in the preparation of estimates, effective control of project and/or service budgets and programmes with records updated regularly and Issues requiring decision or of concern brought to the Manager's attention.
11. Input to financial and administration systems, ensuring accurate data for each allocated project.
12. Ensure optimum use of resources at all times.
13. Operate in accordance with Quality and Health and Safety Systems and other agreed procedures and ensure all Health and Safety requirements are met.
14. Prepare information, for public inquiries, arbitrations, adjudications and similar events.
16. Where directed, undertake public consultation, maintaining good relations with other staff and member of the public covering the area of responsibility.
17. Assist in meetings with local Councillors and residents on work related issues.
18. 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

19. Reporting to: Appropriate manager as specified in the context statement
20. Responsibility for: The co-ordination of other technical staff and external contractors and consultants.



## Other factors

21. The preparation of estimates for a range of allocated projects and monitoring of budgets and programmes.
22. Responsible for PC, hand held communication device (eg. mobile phone) and associated equipment and other specialised technical equipment as and when required.
23. Office based, but regular requirement to travel to other offices and site visits.
24. Frequent periods of public consultation and/or site visits to survey needs, inspect works, discuss changes with contractors and supervise works.
25. Occasionally the post requires working in potentially dangerous environments, such as buildings or construction sites with some lone working.
26. 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.
27. General, offering advice, guidance and detailed assessments, dealing with occasional complex issues.
28. Represent the Council at meetings with contractors and consultants.
29. Undertake project management.
30. Undertaking public consultation and liaising with local communities.
31. Conflicting demands and interruptions are a regular feature of the post, including addressing site problems or other projects at various stages.
32. Occasionally confrontational and verbally aggressive situations arise with community representatives, contractors and third parties to resolve difficulties.

## Progression in post

There are three levels of Senior Technician. For Level 2 & 3, 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 undertake and lead on a range of technical activities, including consultation with elected members and the community (encompassing complex and some contentious issues), dealing effectively with the outcomes.
- Meeting challenging deadlines forms a significant feature of the post at the higher level.
- Staff management will include some day to day supervision of other technical staff within the team.

At Supervisor Level:

- The post holder will be expected to undertake and lead on a range of technical activities, including consultation with elected members and the community (encompassing complex and some contentious issues), dealing effectively with the outcomes.
- Meeting challenging deadlines forms a significant feature of the post at the higher level.
- The postholder will be expected to lead and directly manage a team of technical staff.

\*\* Progress and appointment to the next level will be dependent on the relevant business needs/requirement and, there being a position available within the service area.



## Job description

### **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.

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



# Person specification

Person Specification relates to Senior Technical Officer Level 1. For Level 2 & Supervisor level, please see person specification f & g.

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.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. BTEC Higher National Certificate (HNC or HND)
2. AutoCAD ability at City and Guilds Level 3 (required for design related posts).
Or Equivalent. Acceptable equivalent alternatives for specialist fields:
3. Transportation –National Transportation Qualification at Level 3.
4. Strategy –Diploma in Business Excellence or comparable sound specialist knowledge and relevant experience.
<b>Experience</b>
5. Considerable post qualification experience within area of responsibility.
6. Some experience in instructing junior staff.
7. Where applicable, considerable experience with design and on-site work.
8. Some experience of the democratic local government processes, particularly public consultation.
9. Experience in the use of IT within the area of responsibility.
10. Experience of working within Quality and Health and Safety systems.
<b>Skills, abilities &amp; knowledge</b>
11. Considerable knowledge across area of responsibility.
12. Good knowledge of project management procedures and requirements.
13. Knowledge of relevant standards, and techniques.
14. Where applicable, considerable knowledge of design and construction standards, procedures, techniques and health and safety in construction.
15. Knowledge of the use of IT within the area of responsibility.
16. Knowledge of health and safety and/or other regulations within construction and/or area of responsibility.
17. Knowledge of Environmental Management systems.
18. Good communication skills, both written and oral.
19. Good numeric skills.
20. Good time management with ability to meet deadlines.
21. Able to follow procedures and evaluate problems.
22. Able to work within a team environment with ability to advise others.
23. Adaptable to change.
24. Computer literate.
<b>Behaviours</b>
25. <a href="#">Respect</a>
26. <a href="#">Responsibility</a>



# Person specification

27. <a href="#">Recognition</a>
28. <a href="#">One Team: Collaboration</a>
<b>Other</b>
29. Able to adapt and apply changes.
30. Able to fulfil the travel requirements of the post.
31. Postholder will need to obtain an SIA Public Space Surveillance (CCTV) License <b>(required for ITS Team related posts only)</b> .
32. Successfully pass a Non-Police Personnel Vetting (NPPV) process prior to employment and when required during their employment <b>(required for ITS Team related posts only)</b> .
33. Requirement to work occasional evenings and weekends and participate in out of hours standby rota <b>(required for ITS Team related posts only)</b> .

## Desirable

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

<b>Experience</b>
34. Sound public and stakeholder consultation experience within area of responsibility.
<b>Skills, abilities &amp; knowledge</b>
35. Clear understanding of project management and stakeholder consultation principles.
36. Reasonable knowledge of project programming and budgetary control.
37. Confident manner, able to self motivate.
38. Ability to co-ordinate others.
39. Ability to formulate practical solutions.
40. Familiar with a range of computer programmes.

<b>Approval</b>			
Manager	Sara Collinson/Paul Hutton, Service Head	Date	January 2015

