

Job description

Job title:	Senior Technical Officer Level 1/2/Supervisor
Grade:	Dorset Grade 9/10/11
Job evaluation reference:	ES 587 e-g
Job family:	Economy and 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.

Key responsibilities

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.
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.
15. Where directed, undertake public consultation, maintaining good relations with other staff and member of the public covering the area of responsibility.
16. Assist in meetings with local Councillors and residents on work related issues.



17. 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

The co-ordination of other technical staff and external contractors and consultants.

Other factors

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



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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.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



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Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. BTEC Higher National Certificate (HNC or HND or acceptable equivalent alternatives for specialist fields: (e.g. National Transportation Qualification at Level 3, Diploma in Business Excellence).	Application form
2. AutoCAD ability at City and Guilds Level 3 (design related posts only) or Equivalents comparable or sound specialist knowledge and relevant experience.	Application form
Experience	
3. Considerable post qualification experience within area of responsibility.	Application form
4. Some experience in instructing junior staff.	Application form
5. Where applicable, considerable experience with design and on-site work.	Application form
6. Some experience of the democratic local government processes, particularly public consultation.	Application form
7. Experience in the use of IT within the area of responsibility.	Application form
8. Experience of working within Quality and Health and Safety systems.	Application form
9. Knowledge of Environmental Management systems.	Application form
Knowledge	
10. Considerable knowledge across area of responsibility.	Application form Interview Assessment
11. Good knowledge of project management procedures and requirements.	Application form Interview Assessment
12. Knowledge of relevant standards, and techniques.	Application form Interview Assessment
13. Where applicable, considerable knowledge of design and construction standards, procedures, techniques and health and safety in construction.	Application form Interview Assessment
14. Knowledge of health and safety and/or other regulations within construction and/or specific area of responsibility.	Application form Interview Assessment



15. Knowledge of Environmental Management systems.	Application form Interview Assessment
16. Knowledge of the use of IT within the area of responsibility.	Application form Interview Assessment
Skills and abilities	
17. Good communication skills, both written and oral.	Interview Assessment
18. Good numeric skills.	Interview Assessment
19. Good time management with ability to meet deadlines.	Interview Assessment
20. Able to follow procedures and evaluate problems.	Interview Assessment
21. Able to work within a team environment withy ability to advise others.	Interview Assessment
22. Adaptable to change.	Interview Assessment
23. Computer literate.	Interview Assessment
24. At Supervisor Level, Managerial skills and the ability to direct and manage others.	Interview Assessment
Our values	
25. Respect	Interview Assessment
26. Together	Interview Assessment
27. Accountability	Interview Assessment
28. Openness	Interview Assessment
29. Curiosity	Interview Assessment
Other	
30. Able to adapt and apply changes.	Application form
31. Able to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.



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Experience	Assessed through:
32. Sound public and stakeholder consultation experience within area of responsibility.	Application form
Knowledge	
33. Reasonable knowledge of project programming and budgetary control.	Application form Interview Assessment
Skills and abilities	
34. Confident manner, able to self-motivate.	Interview Assessment
35. Ability to co-ordinate others.	Interview Assessment
36. Ability to formulate practical solutions.	Interview Assessment
37. Familiar with a range of computer programmes.	Interview Assessment
38. Clear understanding of project management and stakeholder consultation principles.	Interview Assessment
39. Innovator.	Interview Assessment

Approval

Manager's job title: Pay and Reward Team
Date: January 2015

