

Job description

Job title: Technical Officer (Level 1 and 2)

Grade: Level 1 Dorset Grade 7, Level 2 Dorset Grade 8

Job evaluation reference: ES 587 c-d

Job family: Economy and Environment

Purpose and impact

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

Key responsibilities

1. To work with other professional and/or technical staff in the delivery of allocated projects and/or services.
2. To ensure the provision of high quality projects and/or services.
3. To maintain accurate records.
4. 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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6. Liaise with technical in-house and external consultants as necessary, to achieve effective project delivery.
7. Where required, assist in contract administration, including measurement of works
8. Input to administration systems, ensuring accurate input for each allocated project
9. Operate in accordance with Quality and Health and Safety Systems and other agreed procedures ensuring all Health and Safety requirements are met.
10. As directed, assist in preparing technical information, for public inquiries, arbitrations, adjudications or similar events.
11. Where directed, undertake public consultation, maintaining good relations with internal and external contacts.
12. Where directed, assist in liaising with residents on work related issues.
13. 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.



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 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 alternative for specialist fields e.g. National Transportation Qualification at Level 3, or comparable sound specialist knowledge and relevant experience. For Technician Level 2 (see the notes under Knowledge and Experience).	Application form
Experience	
2. Reasonable experience within area of responsibility.	Application form
3. Experience within an office environment, able to read and interpret data and/or prepare drawings.	Application form
4. Reasonable experience of the democratic local government processes, including public consultation	Application form
5. Some experience in the use of IT within the area of responsibility.	Application form
6. Experience of applying Quality and Health and Safety principles.	Application form
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.	
Knowledge, skills and abilities	
7. Good numeric skills	Interview Assessment
8. Able to interpret and analyse information from drawings	Interview Assessment
9. Able to work within a team environment	Interview Assessment
10. Able to follow procedures	Interview Assessment
11. Computer literate	Interview Assessment
12. Flexible, adaptable and willing to learn	Interview Assessment
Our values	
13. Respect	Interview Assessment
14. Together	Interview Assessment
15. Accountability	Interview Assessment



16. Openness	Interview Assessment
17. Curiosity	Interview Assessment
Other	
18. Postholder will need to obtain an SIA Public Space Surveillance (CCTV) License (required for ITS Team related posts only) .	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.

Qualifications, training or registrations	Assessed through:
19. AutoCAD ability at City and Guilds (required for design related posts).	Application form
Experience	
20. Public and stakeholder consultation experience within area of responsibility	Application form
21. Where applicable, reasonable design and contract administration experience.	Application form
Knowledge, skills and abilities	
22. Able to meet deadlines	Interview Assessment
23. Familiar with relevant computer programmes	Interview Assessment

Approval

Manager's job title:
Date: February 2024

