

Job description

Job title:	Senior Technical Officer Level 1/2/Supervisor
Grade:	Grade 9/10/11
Job evaluation reference:	ES587e-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. To provide proper and effective development and delivery of projects and/or services and to provide technical advice and support.

Key responsibilities

2. Co-ordinate in-house and external technical staff in the delivery of allocated projects and/or services from inception to completion.
3. Ensure the effective control of allocated project and/or service budgets and the delivery of high-class services.
4. Undertake technical activities in planning, programming, and producing cost-effective projects or services to meet agreed priorities and deadlines.
5. Assist in the preparation of contract documentation and contract administration, including measurement of works, variations, and assessment of claims.
6. Prepare estimates for allocated projects, monitor budgets and programmes, and update records regularly, raising issues of concern with the Manager.
7. Ensure optimum use of resources at all times and input accurate data into financial and administration systems.
8. Operate in accordance with Quality and Health and Safety Systems and ensure compliance with Health and Safety requirements.
9. Prepare information for public inquiries, arbitrations, adjudications, and similar events.
10. Undertake public consultations and liaise with local Councillors, residents, and communities regarding work-related issues.
11. Represent the Council at meetings with contractors, consultants, and other stakeholders.
12. Manage projects, including public consultation, addressing site problems, and supervising works.
13. Perform site visits to survey needs, inspect works, and discuss changes with contractors, occasionally requiring dexterity and exposure to hazardous environments.
14. Provide advice, guidance, and detailed assessments, handling occasional complex or confrontational situations to resolve issues.
15. Responsible for maintaining and using specialised technical equipment, including PC, mobile communication devices, and other tools.
16. Travel to other offices and site visits as required.



17. Address conflicting demands and interruptions as a regular feature of the role, particularly across multiple projects.
18. Undertake any other 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

Reporting to: Appropriate manager

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

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. In addition to the key responsibilities, as a people manager you will also:

- Lead and manage team dynamics and performance by setting clear expectations, providing regular feedback, and ensuring high-quality delivery through effective quality assurance practices.
- Create an inclusive and supportive team environment that ensures continuous learning, professional development and good wellbeing, aligning to the council plan priorities, people and culture strategy, and responsibilities set out within our people management policies and requirements.
- Lead and champion opportunities for service improvement, innovation and change by taking accountability for its successful implementation, ensuring team members are engaged, motivated, and supported throughout transitions, whilst role modelling new ways of thinking and working.



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.



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 and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. 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
Knowledge	
9. Knowledge of Environmental Management systems	Application form Interview Assessment
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 with 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
25. Able to adapt and apply changes	Interview Assessment
Our values	
26. Respect	Interview Assessment
27. Together	Interview Assessment
28. Accountability	Interview Assessment
29. Openness	Interview Assessment
30. Curiosity	Interview Assessment
Other	
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 and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
32. Sound public and stakeholder consultation experience within area of responsibility	Application form
Knowledge	
33. Clear understanding of project management and stakeholder consultation principles	Application form Interview Assessment
34. Reasonable knowledge of project programming and budgetary control	Application form Interview Assessment



Skills and abilities	
35. Confident manner, able to self-motivate	Interview Assessment
36. Ability to co-ordinate others	Interview Assessment
37. Ability to formulate practical solutions	Interview Assessment
38. Familiar with a range of computer programmes	Interview Assessment
39. Innovator with proven track record	Interview Assessment

Approval

Manager's job title:
Date: January 2025

