

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

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

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



16. Address conflicting demands and interruptions as a regular feature of the role, particularly across multiple projects.
17. 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

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

Other factors

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.

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. Full details can be found on our website.



Dorset
Council



Person specification

Applicants will be shortlisted based on 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 the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications / training / registrations	Assessed through:
Required by law, and/or essential to the performance of the role	
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
Skills, abilities & knowledge	
10. Good communication skills, both written and oral	Interview Assessment
11. Good numeric skills	Interview Assessment
12. Good time management with ability to meet deadlines	Interview Assessment
13. Able to follow procedures and evaluate problems	Interview Assessment
14. Able to work within a team environment with ability to advise others	Interview Assessment
15. Adaptable to change	Interview Assessment
16. Computer literate	Interview Assessment
17. Considerable knowledge across area of responsibility	Interview Assessment
18. Good knowledge of project management procedures and requirements	Interview Assessment
19. Knowledge of relevant standards, and techniques	Interview Assessment
20. Where applicable, considerable knowledge of design and construction standards, procedures, techniques and health and safety in construction	Interview Assessment
21. Knowledge of health and safety and/or other regulations within construction and/or specific area of responsibility	Interview Assessment
22. Knowledge of Environmental Management systems	Interview Assessment



23. Knowledge of the use of IT within the area of responsibility	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
26. Able to fulfil the travel requirements of the post	Application form
Our values	
27. Respect	Interview Assessment
28. Together	Interview Assessment
29. Accountability	Interview Assessment
30. Openness	Interview Assessment
31. Curiosity	Interview Assessment

Desirable

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

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

Approval			
Manager		Date	January 2025

