

# Job description

**Job title:** Assistant Technician Level 1 / 2

**Grade:** Dorset Grade 5 / 6

**Job evaluation reference:** ES587a/b

**Job family:** Natural Environment

## Purpose and impact

1. Accountable to a Manager or Senior Manager supporting the provision of technical services within a designated function.
2. To assist in the proper and effective delivery of projects and/or services.
3. To provide technical support.
4. To assist technical staff in achieving effective project delivery.
5. To input accurately to records.

## Key responsibilities

6. As directed, assist with specific technical activities, working to meet agreed priorities and deadlines.
7. Liaise with technical in-house colleagues as necessary, to achieve effective project delivery.
8. Assist in contract administration of allocated projects.
9. Where directed, assist in preparation of estimates for projects.
10. Input to administration systems, ensuring accurate input at all times.
11. Operate in accordance with Quality and Health and Safety Systems and other agreed procedures.
12. Where directed, assist with public consultation, maintaining good relations with internal and external contacts.
13. Where directed, assist in liaising with residents on work related issues.
14. 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

Reporting to: Appropriate Manager (as specified in the context statement)

Responsibility for: No supervisory or line management responsibility



## Other factors

15. Responsible for PC, handheld communication device (e.g. mobile phone) and associated equipment and other specialised technical equipment as and when required.
16. Liaise with other technical staff.
17. Office based, but occasional requirement to travel to other offices and make site visits for periods of site surveying.
18. Occasionally the post requires working in potentially dangerous environments, such as buildings or construction sites with some lone working.
19. 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.
20. General, offering guidance over a range of issues, where some may not be straightforward.
21. Liaise with technical in-house colleagues and where directed, contractors.
22. Assist with public consultation and liaising with residents.
23. Interruptions are a feature of the post.
24. Very occasionally confrontational and verbally aggressive situations arise with the public and on site, to be dealt with by the post holder.

## Progression in post (if applicable)

25. There are two levels of Assistant Technician. For Level 2, see the advancement requirements as set out for Education and Qualifications and Knowledge and Experience within the Person Specification.

## At Level 2:

26. The post holder will be expected to exercise creativity, undertaking more varied projects and/or tasks.
27. This post also lies within the career grade of the Technical job Family.
28. The advancement criteria are set out in the Job Description and Person Specification for the next level post, Technician.
29. To advance within the career grade, the post holder must be able to evidence working and competence at the higher level required of a Technician.

## 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 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.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
Required by law or essential to the performance of the role or both	
1. BTEC National Certificate OR Equivalents. Acceptable equivalent alternatives for specialist fields.	Application form
2. Strategy – Comparable sound specialist knowledge and relevant experience	Application form
3. For progression to Assistant Technician Level 2, the 1st year of the BTEC Higher National Certificate (HNC or HND) shall be successfully completed (see also the notes under Knowledge and Experience)	Application form
<b>Experience</b>	
4. Experience within an office environment, (design office environment for design posts), able to prepare and read technical information	Application form
5. Some experience of the democratic local government processes, including public consultation	Application form
6. Some experience in the use of IT within the area of responsibility	Application form
7. In some situations, the post holder may periodically move between functions to gain wider experience	Application form
8. <b>For Assistant Technician Level 2</b> , reasonable and relevant experience within area of responsibility, sufficient to undertake more varied projects and/or tasks	Application form
<b>Knowledge</b>	
9. An understanding of the principles applicable to the area of responsibility	Application form Interview Assessment
10. Awareness of project management procedures	Application form Interview Assessment
11. Knowledge of the use of IT within the area of responsibility	Application form Interview Assessment
12. An understanding of the application of health and safety and/or other regulations within construction and/or area of responsibility	Application form Interview Assessment
<b>Skills and abilities</b>	
13. Good numeric skills	Interview Assessment
14. Able to work within a team environment	Interview Assessment
15. Able to follow procedures	Interview Assessment



16. Computer literate	Interview Assessment
17. Flexible and willing to study and learn	Interview Assessment
18. <b>For Assistant Technician Level 2</b> , knowledge across areas of responsibility	Interview Assessment
<b>Our values</b>	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment
<b>Other</b>	
24. 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.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
25. AutoCAD ability at City and Guilds (required for design related posts)	Application form
26. Studying for a BTEC Higher National Certificate (HNC or HND)	Application form
<b>Experience</b>	
27. Some relevant experience	Application form
28. Where applicable, some relevant design experience	Application form
<b>Knowledge</b>	
29. An awareness of Quality Management systems (for design posts)	Application form Interview Assessment

## Approval

Manager's job title: Andy Ackerman  
Date: March 2011

