Technical Officer
District Offices
£19,430 - £24,964
Working 36.5 hours per week

The Technical Officer role is to provide support of a technical nature and assist officers within Local Engineering (Districts) service area in the management of resources and take individual responsibility for the delivery of service both at Central and Districts level.

Duties and responsibilities:

• Assist in the delivery of city wide highway improvement schemes.
• Develop, Design and implement engineering schemes using AutoCAD etc.
• Prepare reports and respond to letters/petitions/emails.
• Deliver localised highways and Resilience service.
• Prepare and deliver Traffic Regulation Orders.
• Operate Voyager for raising works orders, managing budgets and necessary financial monitoring and reporting.
• Undertake work outside of normal hours, evenings and or weekends.

You will hold relevant civil engineering related qualifications or equivalent professional qualifications.

For any enquiries please contact:
Ravinder.Sahota@birmingham.gov.uk on 0121 303 6692 or Karl.Randall@birmingham.gov.uk on 0121 303 5374

Ref: EC2992017

Closing date: Friday 20th October 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
The Place Directorate

Job Description

Post: Technical Officer
Salary/Grade: GR3
Division: Regulation & Enforcement (Place)
Section: Local Engineering (Districts)

1. **Job Purpose**

   The Technical Officer role is to provide support of a technical nature and assist officers within Local Engineering and Resilience service area in the management of resources and take individual responsibility for the delivery of service both at Central and Districts level. The Technical Officer will report directly to the Line Manager and assist other Officers in discharging their duties and highway service.

2. **Duties & Responsibilities**

   The Technical Officer will assist to carry out following duties and responsibilities:

   1. Delivery of Local Engineering service (in Districts) and highway improvement schemes included in the Capital and Revenue Programmes.
   2. Develop, design and implement schemes independently and in co-ordination with Districts Engineers and other service area teams with a direct Project Management role.
   3. Prepare documentation in the preparation of design solutions, evaluation of options and costs in line with Corporate Projects and Programmes Governance procedures.
   4. Comply with technical specifications and assist in their development and also an awareness of CDM regulations and their applications.
   5. Prepare and present briefs, proofs of evidence and reports on the other range of issues.
   6. Develop and deliver city wide Traffic Regulation Orders – Temporary and Permanent as necessary.
   7. Carry out consultation and engagement with internal and external stakeholders as necessary.
   8. Liaise with contractors and supervise implementation of schemes as necessary.
   9. Manage scheme budgets in liaison with Finance teams and close down scheme accounts as and when necessary.
   10. Raise works orders in Voyager and provide support in establishing and implementing necessary monitoring and reporting protocols/processes/systems.
   12. Demonstrate achievement of performance at an individual, team and service group level.
   13. Provide support to prepare and implement Equality Assessments, Business Plan, Service Plans and Risk Assessments for the achievement of service area aims and objectives.
   14. Represent the interests of the Service Group and City Council as required and to contribute towards the development of an accessible, comprehensive and responsive organisation.
   15. Comply with Standing Orders, Financial Regulations, and legislative requirements relevant to the services provided, including those relevant to external audits.
17. Undertake work outside of normal hours which may include attendance at evening meetings.
   Any other duties commensurate with the grading.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. Supervision Received

3.1 Supervising Officer Job Title
   Senior District Engineer

3.2 Level of Supervision
   Left to work within established guidelines subject to scrutiny by supervisor.

4. Supervision Given (excludes those who are indirectly supervised i.e. through others).

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<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. Special Conditions

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Other Details

Performance measures and plan of action will be agreed and assessed as part of the post holder’s Appraisal process. It will be necessary for the post holder to adopt a flexible approach to this work and the deployment of resources and to work such hours as are dictated by the needs of the service including possible attendance at evening and weekend meetings.

Contacts

Internal and External - Officers of the Local Engineering (including Districts) Team and Highways teams; other Service Groups and Directorates; members of the public and their representative groups; elected Members; Contractors; Partners; Consultants and other external organisations.

Professional Development

After Spinal Column Point 25 and above, a post holder will be expected to work with limited supervision and have gained by this stage considerable experience and demonstrate continuous professional development and these aspects will be recognised and managed locally via the Performance and Development Review process.

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The Place Directorate

Person Specification

Post: Technical Officer  
Salary/Grade: GR3

Division: Regulation & Enforcement (Place)  
Section: Local Engineering (Districts)

Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificate

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Experience**  
(Relevant work and other experience) | 1. Experience of design, development and implementation of highway improvement schemes using AutoCAD and other computer packages.  
3. Preparation of reports and briefs, in compliance with corporate Governance procedures.  
4. Experience in developing Traffic Regulation Orders schemes.  
5. Experience in meeting with the general public and their representatives to discuss, develop, resolve and implement solutions.  
6. Demonstrate an awareness of the Engineering Services technical standards and policy issues in relation to highway improvement schemes etc.  
7. Knowledge about Voyager, working with contractors and supervisory experience in a highway related disciplines.  
8. Monitoring/management of scheme budgets using Voyager. | AF/I  
AF  
AF/I  
AF/I  
AF/I  
I  
AF/I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to design schemes in accordance with engineering standards.  
2. Good negotiations, consultation and interpersonal skills including both verbal and written communication – reports/briefs/letters/petitions.  
3. Ability to prioritise, manage own workload and deliver work within set time scales and financial constants.  
4. Ability to proactively work as part of a team and to adapt to working in a variety of projects.  
5. Understanding the value of team working, roles within and motivation of the team.  
6. Able to motivate and bring forward innovative ideas and solutions.  
7. Able to assist with the instigation and management of change successfully.  
8. Ability to work in a way which promotes Equal Opportunities, Customer Care and Health and Safety.  
9. Understanding the values of the customer. | I/T  
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11. Utilise logic and lateral thinking to identify and explore different ways of achieving results.
12. Able to use AutoCad, Auto sign, Keysigns, KeyOsc, Spectrum accident database, Local View, Map info, and any other software to produce a scheme drawings, plans, spreadsheets and documents.
13. Able to demonstrate keyboard skills in the production of a letter and reports and to use packages such as Excel, Words, Power point and other relevant IT systems.

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<tr>
<th>Training &amp; Development</th>
<th>1. Evidence of Continuous Professional Development.</th>
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<td>2. Commitment to undertake future training and development.</td>
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**Education/Qualifications**

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<th>NB: Full regard must be paid to overseas qualification</th>
<th>Relevant civil engineering related qualifications or equivalent professional qualification to design highway improvement schemes.</th>
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<td>TMICE (Technician Member of the Institution of Civil Engineers) or equivalent professional qualification or education or experience base required to obtain I Eng or MICE (Incorporated Engineer / Member of the Institution of Civil Engineers) or equivalent professional qualification.</td>
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<td>Qualified to NVQ level 3 or equivalent to meet the entry requirements onto BTEC.</td>
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**Other**

| ♦ A valid driving licence is essential. | AF/C |

♦ All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

♦ Please note that at Spinal Column Point 25 and above, a post holder will be expected to work with limited supervision and have gained by this stage considerable experience and demonstrate continuous professional development through working towards further professional qualifications. These aspects will be recognised and managed locally via the Appraisal process.