

Person Specification

JOB TITLE:

**Technical Officer
(Engineering)**

GRADE: 7

HOURS 37

**DIVISION:
Peterborough
Highway Services**

DATE: 01/08/19

POST NO: 003042

**DEPARTMENT:
Place & Economy**

**DIRECTOR:
Steve Cox**

COMPLETED BY: Julie Smith

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>E1.1 Familiarity with basic highway construction techniques (A) (I) (W)</p> <p>E1.2 Awareness of basic highways development control principles (A) (I) (W)</p>	<p>D1.1 Knowledge of Local Government structures, practice and procedures. (A) (I)</p> <p>D1.2 Familiarity with the operation of Sections 38, 184 and 278 of the Highways Act 1980 (A) (I)</p>
SKILLS & ABILITIES	<p>E2.1 Effective verbal, personal and written communication skills with colleagues, customers and Members in English. (A) (I)</p> <p>E2.2 Ability to read and interpret technical drawings and map based information.(A)(I)(W)</p> <p>E2.3 Ability to work effectively as a team member and/or on own initiative with minimum of supervision. (A) (I)</p> <p>E2.4 Effective organisational skills including prioritising work in order to meet deadlines. (A) (I)</p> <p>E2.5 Ability to work under pressure. (A) (I)</p>	<p>D2.1 Ability to utilise MS Access (A) (I)</p> <p>D2.2 Ability to capture and manipulate digital mapping data (A) (I)</p>

EXPERIENCE	E3.1 Experience of successfully providing a technical service that is outcome focussed. (A) (I) E3.2 Experience of Microsoft Word and Excel software. (A) (I)	D3.1 Highways development control experience (A) (I) D3.2 Experience of using a digital mapping system (A) (I) D3.3 Experience of evaluating technical submissions. (A) (I)
QUALIFICATIONS	E4.1 GCSE in English, Mathematics.(A) (C)	
PERSONAL CIRCUMSTANCES	E4.1 Full current UK/EU driving licence (A) (I) E4.2 Vehicle available for use with business insurance (I)	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(A) Application / Interview, (P) Presentation, (W) Written Test.]*