

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Technician Engineer – Road Agreements
Salary:	£22,627 - £27,741
Grade:	G7- G8
Hours:	37
Team:	Road Agreements
Service Area:	Infrastructure, Innovation & Development
Primary Location:	County Hall, Oxford
Budget responsibility:	N/A
Responsible to:	Senior Engineers
Responsible for:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- To assist with the progressing of proposals for road agreements from planning permission stage to completion.
- To assist the Senior Engineer and Engineer in ensuring that layouts of new roads and changes to existing roads are designed and built to meet the Council's standards and appropriate contemporary urban design standards by working with other Council officers, developers and local planning authorities.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- Check initial submissions made to the Road Agreements Team pursuant to section 38 & 278 of the Highways Act 1980.
- Assist the Advanced Payment Code (APC) process, including the calculation and administration works involved.

- Assist with team site inspections relating to construction works undertaken on the existing Highway and development sites.
- Liaise with internal Oxfordshire County Council teams to secure specialist approvals.
- Respond to correspondence received by the Road Agreements Team, giving excellent customer service.
- Gain an understanding of commuted sums, inspection fees and bonds including when & why these are essential, which will lead to calculating and checking these.
- Collate & check information required for instructing Legal Services on Private Street Works, section 38 & 278 agreements.
- Assist with carrying out technical audits and approvals in line with the Councils specifications.
- Assist with compiling and completing Highway adoption files, scheme files and general team processes.
- Manage own and assist team portfolio of work, including ensuring all correspondence and information is saved to the electronic database system.
- Assist Engineers within the Road Agreement Team responses to planning applications via single response.
- Assist with agreeing works completion, maintenance periods, formal inspections and remedial works.

Notes

The duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility.

S38 – A legal agreement between the party building a road and the Highway authority to deliver a road to adoptable standards for adoption.

S219 – 225 – A notice under the advance payment code to require owners fronting a road to put a deposit or bond in place to cover the cost of constructing the makeup of the road.

S278 – A legal agreement between a party and the Highway Authority to carry out alterations to the existing Highway to the Highway Authority's standards.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training, instructions and policies.
- Do not interfere with or misuse anything provided for your or others health, safety or welfare.
- Report any health and safety concerns, near misses or accidents to your line manager as soon as practicable.

Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria Technician (Grade 7)	Assessed By:
Education and training	
Commitment to attend and complete Level 3 BTEC Diploma in Civil Engineering.	D, I
Commitment to achieve CSCS qualification	D, I
4 GCSE grades at A – C including maths and English	D
Experience	
Basic experience in Highway or Civil Engineering construction related environment	A, I
Basic experience of liaising with the public and other agencies.	A, I
Demonstrable experience of working with limited supervision and under own initiative.	A, I
Basic understanding and the ability to learn how to use and interpret technical drawings and maps.	A, I
Be proficient in the use of Microsoft Word, Excel and other Microsoft products	A, I
Relevant Skills and aptitude	
Good written skills.	A, T
Good interpersonal skills.	I
Ability to manage own work portfolio of day to day work.	A, I
Good understanding of mathematics.	T
Ability to assist Engineers and Senior Engineers with S38, S278 and Private Street Agreement (PSA) scheme audits.	I



Essential Criteria Technician (Grade 8)	
Education and training	
Level 3 BTEC Diploma in Civil Engineering qualification or equivalent.	D
Completed CSCS qualification & holding valid CSCS card.	D
Experience	
Experience in Civil Engineer design, auditing and construction.	A, I
Sound & proven understanding of interpreting maps and technical drawings.	A, I
Experience of dealing with developers, design agencies/consultants and contractors.	A, I
Demonstrable experience of working without supervision and under own initiative.	A, I
Basic understanding of Highway construction techniques.	A, I
Effective co-ordination and liaison skills.	I, T
Basic knowledge of Highways Act legislation.	A, I
Be able to assist in the undertaking of Advance Payment Code (APC) notices.	A, I
Relevant Skills and aptitude	
Good communication and administration skills.	I, T
Be able to provide good customer service skills.	A, I, T
Ability to make unaccompanied site visits.	D, I
Be able to follow instruction and work to deadlines.	A, I, T
Be organised and able to follow processes including prioritisation skills.	A, I, T
Competent in calculating commuted sum and bonds.	A, I
Ability to audit S38, S278 and Private Street Agreement (PSA) schemes with assistance of Engineers and Senior Engineers.	A, I, T
Desirable Criteria (Grade 7 and Grade 8)	
Experience	
Experience of working in the Highways industry.	A, I

Experience of dealing with external bodies such as contractors, councillors, developers & contractors.	A, I
Experience of working in local government.	A, I
Effective co-ordination and liaison skills.	A, I
Basic knowledge of Highways legislations.	A, I
Ability to give sound advice without recourse to manager.	A, I
Experience of development control or planning process.	A, I
Relevant Skills and aptitude	
Excellent written skills.	A, T
Willingness to work un-social hours.	A, I
Health and safety training.	A
Financial estimating skills.	A

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		



Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

