



Job Description

Job Title	Technical Assistant – Highways Development Control
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To provide technical support and assistance to all Transport and Highways staff. To provide quality, efficient and profitable services, in accordance with the agreed aims of the City Council.

Directly Responsible For:

None



Directly Responsible To:

Senior Engineer – Development Control

Main Areas of Responsibility:

- To assist in the assessment, procurement and delivery of Transport and Highways programmes and policies, to agreed budgets, timescales and standards, leading to the achievement of the Service targets, as directed.
- To carry out frequent site visits across the city and will include, taking photographs, measuring and marking out works, delivering public consultation materials, erecting notices to legally notify residents of schemes which include work off the adopted highway i.e., PROW etc.
- Provide support for special events which could mean out of hours work, therefore a requirement to work flexibly.
- To assist in keeping asset management, adoption and inspection records up to date
- To assist in the delivery of other Highways Management services as directed by the Highways Manager.

Supervision and Management Responsibility:

- No supervision and management responsibility

Budget and Financial Responsibility:

- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council.
- Maintaining proper stewardship of the Council's assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.



- To ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Generally, office based but will also be required to carry out site inspections/meetings

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we



treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

The competency framework can be found here.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Possess or be working towards a formal qualification in a relevant technical discipline e.g., ONC / HNC (A/I)

Experience

Essential

- Highway engineering related experience (A/I)
- Knowledge or experience of design packages relevant to traffic/highway engineering (A/I)

Desirable

- Management of resources
- Project Management/CDM Regulations
- Experience of working in Quality Assured environment
- Best Value Legislation and process



Skills/Abilities

Essential

- Good communication skills, both verbal and written when dealing with the public, politicians, colleagues and public (A/I)
- Experience of analysing and interpreting statistical data (A/I)
- Ability to prioritise workload to meet deadlines (A/I)

Desirable

- Knowledge or experience of public consultation
- Ability to plan, allocate and evaluate work programmes for self and others
- IT skills and able to develop IT solutions to improve productivity
- Ability to make effective decisions and to support those decisions with effective argument and understanding
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Commitment

Desirable

Other

Essential

- Able to attend evening Committee, public and other work-related meetings (A/I)



Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change