

Job Description and Person Specification

Job title:	Senior Technician
Directorate:	Place
Service:	Environment
Team:	Asset Management
Post number:	00314
Salary grade:	G
Work location:	Market Street, Newbury
Reports to:	Principal Engineer
Supervises:	None

Job Purpose

To contribute to the delivery of Environmental Services in West Berkshire and the provision of professional advice to the Council in relation to the service, and in particular, the management of highway assets and associated records including highway licences, road adoptions, improvement lines, search enquiries, highway diversions/extinguishments across the district.

To assist with the capture, storage, assessment and presentation of highway asset data using GIS and computer-based systems.

Main Duties and Responsibilities

As a member of the Highway Asset Management team, under the direction of the Principal Engineer:

- To provide professional and technical services consistent with the post holder's qualifications and experience in relation to the delivery of Highway Asset Management services in West Berkshire, including the management of highway records, licences, adoptions, search enquiries and diversions/extinguishments;
- To respond to search enquiries from the general public on all matters relating to highway boundaries, adoption status and highway protected lines;
- To assess, issue and record various Highways Act licences and consents including, banners, benches, planting, structures, memorials, monuments, gating orders etc;
- To assess and respond to requests for new vehicular accesses and alterations to existing vehicular accesses, including carrying out site assessments;
- To manage and actively add to the Councils database of highways assets including highway boundaries, adoption records and other Council owned highway assets using GIS (ESRI) and other computer-based systems;
- To respond to internal enquiries from colleagues within the Council regarding highway boundary information and queries relating to the Highways Act and other relevant legislation;

Main Duties and Responsibilities

- To provide evidence and statements and to attend court as a witness, on behalf of the Highway Authority in matters of legal notice, extinguishments, legal diversions and highway disputes;
- To keep detailed records of income generated through highway search enquiries, licences and consents;
- To Respond to Freedom of Information requests covering a range of Highways Asset Management services;
- Creating and updating web pages and documents on the intranet and external website at the request of colleagues within the Highways Asset Management team;
- Actively work to achieve continuous personal & professional development;
- Promote equality as an integral part of the role, treating everyone with fairness and dignity;
- Comply with West Berkshire Council health and safety policies, procedures and rules, taking reasonable care of self and others;
- Adhere to the standards set out in the West Berkshire Council competency framework.

Scope (impact on/control of resources, people, money etc)

- Shared project management of small teams of technicians/administrative staff.
- Monitoring revenue made through Highway searches, consents and licences, and reviewing this in comparison with other Local Authorities to establish further potential revenue generation.

Person Specification

Qualifications	Essential/ Desirable
Good standard of general education – minimum of 5 GCSEs (or equivalent) at Grade C or above, including English and Maths.	E
HNC plus 2 years post qualification experience, or equivalent.	D
Experience	
Experience in interpreting paper and digital maps, plans and other highway records.	E
Experience in dealing with legal professionals.	D
Experience in the use of GIS (ESRI).	E
Experience in the use of IT in the provision of services.	E
Knowledge and understanding	
Good working knowledge of Highways Act 1980 and other relevant legislation.	D
Knowledge of web content management.	D
Skills and abilities	
Basic ability to use Microsoft Office software.	E
Committed, enthusiastic, energetic and adaptable.	E
Ability to work on own initiative and work to agreed deadlines.	E
Ability to communicate effectively with colleagues, elected Members and the	E

public both verbally and in writing.	
Ability to use GIS at an intermediate level.	D
Work-related personal qualities	
Should have a keen interest in the spatial representation of data in the form of paper and electronic mapping.	E
Friendly and approachable manner with customers.	E
Be committed, enthusiastic, energetic and adaptable.	E
Other work-related requirements	
Occasional attendance at evening meetings.	E
Committed to continuing professional development.	D
Full driving license.	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No