

Technician (PMO)

Reference No:	A5567		
Service:	Roads & Transportation Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC5

Purpose

To assist and support a professional and technical team as needed. Help coordinate team activities and collaborate with others within and outside the department to contribute to the continuous development, improvement, and delivery of high-quality, customer-focused services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assist the lead consultant in the performance of their duties and provide support services to professional staff. Contributing directly to the effective and efficient delivery of an operational roads and lighting service, undertaking a significant role in one or more of the following business areas:

Contracts/Tenders - assisting with the development of Roads Operations contracts/annual tenders relating to Welfare, Plant & Equipment, and Quarry Materials.

Winter Maintenance - assisting with the coordination of winter maintenance activities supporting winter managers.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Educated to SCQF level 6, which includes SVQ 3 in relevant subject, or Highers or equivalent.

✓

Ability to communicate effectively, work in a team and show initiative

✓

Excellent communication skills both verbal and written

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Fleet Hire - support with the Fleet Hire Management for RTS, including charges.			
Reviewing, inputting, and verifying project cost data into the finance management system.	Ability to work with large volumes of data Analytical skills	✓ ✓	
Tracking spending against budget allocations and producing reports as required, e.g., costs by supplier/category/activity, costs vs. income, and project profitability/performance.	Budgetary skills Knowledge of Power BI		✓ ✓
Prioritising own workload in accordance with service/team plans and priorities and contributing to/assisting in the delivery of team plan objectives, balancing competing demands and priorities.	Ability to work with the minimum of supervision Flexible approach to work	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

Version: 1.4

Issue date: October 2023