



# Role Profile

## Technical Assistant - Road Safety

Reference No.	A4579	Type	Individual
Service	Roads & Transportation Services		
Job Family	Technical 4	Grade	FC4

### Purpose

**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 - Road Safety & Travel Planning, in the performance of his/her duties.

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

Educated to SCQF level 3, which includes National 4 or Standard Grades at General level or O' Grades or equivalent

Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent

Experience in Transportation, Roads or related area of work

Ability to provide a regular and effective service

E

D

✓

✓

✓

E = Essential Criteria D = Desirable Criteria

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		✓	
Input records of crashes into the Road Crash Database system, liaising as necessary with the Police. Keep records up to date and analyse and interpret crash records and produce reports based on crash data held.	I.T. skills especially Microsoft Office packages (Embrace technology and information)  Numeric/ statistical skills  Experience of working with Databases	✓   ✓	✓
Assist in the preparation of progress and other reports including the obtaining, researching and sorting of relevant information. Collate and analyse data into required format for presentation using computer packages as appropriate. Investigate causes of road crashes and report on findings.	Experience of managing own workload, meeting targets and deadlines (Take ownership)  Organisational skills  Team working skills (Work together)  Knowledge of relevant Roads and Transportation legislation and processes	✓   ✓  ✓	
Assisting in monitoring performance and budgets. Preparing technical plans, maps and diagrams including the use of GIS and CAD.	I.T. skills (Embrace technology and information)  Experience of using GIS and/or CAD packages	✓	✓
Investigating and responding to internal and external enquiries, Freedom of Information requests, customer complaints and other correspondence regarding service delivery. Also liaising with relevant internal and external bodies to ensure delivery of road safety projects.	I.T. skills especially Microsoft Office packages (Embrace technology and information)  Experience of liaising with a range of customers internal and external to the Council, including Councillors,	✓  ✓	

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	outside organisations and members of the public (Focus on Customers)		
Adhering to the Council's policies and procedures for records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.	Knowledge of Local Government legislation and processes	✓	
Investigating, identifying and developing technical solutions for road safety issues.	Team working skills (Work together)	✓	
	Knowledge of relevant Roads and Transportation legislation and processes (Deliver Results)		✓
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:

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<b>Job Title (Specialists Tasks)</b>			

**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.

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## Additional Information – the following information is available:

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

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.