



Role Profile

JOB TITLE				Purpose			
Reference No.	A4529	Type	Individual	<p>To coordinate roads and transportation programmes, ensuring the application of consistent assessment methodology to demonstrate best value for money.</p> <p>Undertake consultation, progress monitoring and periodically update Area Committees on the delivery of programmes at local level.</p>			
Service	AT& E – Roads & Transportation Services						
Job Family	Professional 2	Grade	FC 8				
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
Collate ad hoc road condition engineering reports and analyse them in conjunction with annual road condition survey information				Ability to provide a regular and effective service		✓	
				Educated to SCQF level 8, which includes an HND or SVQ 4 or equivalent in a relevant technical discipline		✓	
				Degree in Transportation / Civil Engineering or equivalent			✓
				Evidence of continuous professional development		✓	
				Member of a relevant Professional Institution			✓

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Inspect and survey the road network. Prepare short, medium and long term programmes of work to ensure that the asset is maintained in sound condition within the available financial resources.	Considerable experience in the Roads and Transportation industry or similar environment Experience of transportation-related asset management planning and road works programme development. (Focus on Customers)	✓ ✓	
Carry out local consultation to inform and engage with ward Members. Undertake regular reporting to Area Committees to ensure local approval is obtained for programme delivery and programme changes.	Ability to develop and maintain effective relationships (Work together) Experience in delivering presentations (Take ownership)	✓ 	✓
Participate in process development and improvement to ensure programmes are formed and delivered consistently across Fife.	Experience in process development and improvement (Deliver results)		✓
Prepare design briefs, ensuring sufficient assessment detail and treatment proposals are passed on to design teams. Include sufficient information for compliance with the Construction (Design and Management) Regulations 2015 'commercial client's' duties.	Excellent communication skills both written and oral	✓	
Collate and report on related programmes delivered by a range of teams within the Service; e.g. cycleway schemes , private roads etc.	Experience of motivating others to perform to the highest standards (Work together)		✓
Assist the Service Manager in the preparation of budgetary estimates, spending profiles and plans allied to the targeted priorities of the Service.	IT skills (Embrace technology and information) Experience in budget monitoring	✓ ✓	
Providing internal and external technical advice.	Knowledge of roads maintenance, roads asset management and roads network management functions Knowledge of roads legislation including the Roads (Scotland) Act 1984 & Transport Scotland Act 2005	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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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Job Title (Specialists Tasks)

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.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:</p>
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- Skills Framework (if applicable)
- **How** we work matters

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