



Role Profile

Technician (Policy and Resource Management)

Reference No:	A5471		
Service:	Roads & Transportation Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC6

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.
Lead in the management and maintenance of the statutory obligations of the National Street Gazetteer and its uses in the Scottish Road Works Register and other Service/Corporate systems
Assist in the preparation of technical reports including transport studies, business cases and reports, as required.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 7, which includes HNC in Civil Engineering or other relevant subject, or Advanced Highers or equivalent	✓	
Skills in operating standard computer packages	✓	
Knowledge of traffic and transportation related computer packages		✓
Accuracy in work	✓	

E = Essential Criteria D = Desirable Criteria

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Support the continued maintenance of the team's SharePoint storage system and act as a Digital Champion on behalf of Service.	Knowledge of national and council transportation policy		✓
Assist with creation & design of new ArcGIS projects, prepare technical drawings, plans, process maps, diagrams related to the functions of the team.	Skills in CAD and GIS	✓	
Assist in the development and promotion of the Council's culture change both externally and within the workings of the Unit.	Ability to work with the minimum of supervision	✓	
	Ability to communicate effectively, work in a team and show initiative	✓	
	Excellent communication skills both verbal and written		✓
	Flexible approach to work	✓	
Prepare monthly budget management reports to Finance and Management team.	Ability to work with figures	✓	
	Knowledge of Power BI		✓
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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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.

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

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