



Role Profile

DESIGN TECHNICIAN 1

Reference No.	A4797	Type	Individual
Service	Property Services		
Job Family	Professional 2	Grade	FC8

Purpose

The primary function of this post is to work independently or as part of a design team producing technical solutions on a variety of building projects from inception to completion.

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

Undertake duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant, technical and contract administrator's duties as appropriate.

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 an HNC in an appropriate discipline, or equivalent

✓

Educated to SCQF level 9, which includes a Degree or equivalent in an appropriate discipline or holding Technician Membership of a relevant Institution

✓

Proficient in the use of 2D and 3D Design software such as AutoCad, Amtech, Tekla, Microdrainage, Civils 3D and Revit, Revit MEP. Knowledge of Building Information Modelling (BIM) software

✓

Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts

✓

E = Essential Criteria D = Desirable Criteria

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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
	Good written and oral communication Design/Technical Skills IT / computer skills Team Working skills Experience of working to tight deadlines Knowledge of design and construction industry issues, legislation and practice Experience of coordinating, preparing, and implementing Conservation work plans to undertake repair and maintain historic building and scheduled assets	✓ ✓ ✓ ✓ ✓	✓ ✓
Liaise with statutory bodies as required.	Experience working with statutory bodies and submitting applications	✓	
Ensure compliance with statutory legislation, regulations and industry codes of practice and standards applying to the construction process e.g., Town Planning Acts, Building Standards Legislation, Eurocodes, etc.	Extensive post qualification experience Have a good working knowledge of construction	✓	✓
Work as Contract Administrator, or work as consultant to Lead Designer/Contract Administrator.	Experience in all aspects of Design / Contract Administration process from inception to completion Experience of working with other professional disciplines Ability to progress project work from inception to completion on own initiative	✓ ✓	✓
Liaise with clients in the compilation and development of the brief and prepare feasibility studies, independently or as part of a team.	Effective communication skills Report writing skills	✓ ✓	
Comply with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent)	✓	

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	Experience in the application of Fife Council's codes of practice		✓
Carry out other tasks within the general scope of the post as may be allocated from time to time.	Evidence of Continuous Professional Development	✓	
Comply with the Council's Scheme of Administration and Standing Orders.	Ability to react to or implement change	✓	
Contribute to the achievement of the Council's corporate aims and values.	Ability to advise other members of team on technical and contractual matters	✓	
	Demonstration of the attributes required to provide a regular and effective service	✓	
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

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.