



# Role Profile

## Technician - Sustainable Traffic & Travel

Reference No.	A4581	Type	Individual
Service	Assets, Transportation and Environment		
Job Family	Technical 3	Grade	FC3

## Purpose

To provide technical support and assist in the network management of Fife's Sustainable Transport Infrastructure, ensuring it is fit for purpose, safe for users and that its condition is managed, maintained and improved in line with the Local Transport Strategy. Liaise with others within and outwith the Service in relation to the activities and functions of the team to deliver quality, best value and customer focused services.

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

Assisting the Lead Consultant in the performance of their duties and provide support services to professional staff in providing a first point of contact to the public.

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

**E**    **D**

Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at credit level including Maths and English at level 3 or above, or equivalent.

✓

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

✓

Ability to provide a regular and effective service.

✓

Membership of an appropriate professional body.

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Assisting in the administration, licensing, management, promotion and enforcement of activities affecting the sustainable transport network in terms of the Roads (Scotland) Act 1984 & New Roads and Street Works Act 1991 and other appropriate legislation.	Experience in sustainable transport functions (Deliver results – See ‘How We Work Matters’ Framework)  Knowledge of the Roads legislation including, Roads (Scotland) Act 1984 and New Roads Scotland Act 1991 (Take ownership)	✓  ✓	
Assisting in coordinating and liaising of roadworks and other activities on the sustainable transport network in terms of the Transport (Scotland) Act 2005, NRSWA 1991 and Roads Scotland Act 1984. Including supervision of contractors working in the road.	Knowledge of the Transport (Scotland) Act 2005 (Work together)	✓	
Interrogating, populating and monitoring “Notices” in the Scottish Roadworks Register. Including preparing reports from the register.	Knowledge of the Scottish roads works Register  Understanding of performance management	✓	✓
Assisting in monitoring performance and budgets. Preparing technical plans, maps and diagrams relating to the functions of the team, including the use of GIS and CAD.	General civil engineering and or technical office experience  I.T. skills (Embrace technology and information)	✓	✓
Investigating and responding to internal and external enquiries, customer complaints and other correspondence regarding service delivery. Also liaising with relevant internal and external bodies to ensure management of the Network.	Communication skills  Experience in dealing with the public (Focus on customers)	✓	✓
Adhering to the Council’s policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

**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.

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).

PVG Children  PVG Protected Adults  PVG Both

Basic Disclosure  Standard Disclosure  Enhanced Disclosure

None

## 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.

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