

TECHNICIAN – ESTIMATING AND TENDERS

Reference No.	I568.01	Type	Individual
Service	Assets, Transportation and Environment		
Job Family	Technical 3	Grade	FC3

Purpose

To co-ordinate procurement of materials required for commercial roads and lighting maintenance operations activities ensuring all materials are to required specification and available to operations teams at point of use to meet requirements of Roads Operations works programmes and/or deadlines.

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

Co-ordinating the procurement, supplying and delivering all materials (excluding quarry materials) for use in roads and lighting maintenance works liaising directly and regularly with operational teams to determine specific direct material requirements in advance of programmed works.

Ensuring all roads and lighting materials requisitioned/ordered/supplied are in compliance with technical specifications and supplied in accordance with contract terms and conditions.

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

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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 relevant area or Advanced Highers or equivalent

✓

Ability to provide a regular and effective service

✓

Civil Engineering/Construction Industry Experience

✓

Experience of Contract/Performance Management

✓

Technical experience e.g. specifications, drawings, standards

✓

Role Profile

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
Directly contributing to the operational contract management of all direct material contracts and tenders including supplier meetings, supplier performance, contract monitoring measures providing reports and information as required (including representing Service at external procurement events e.g. Scotland Excel).	Problem solving skills (Take ownership – See ‘How We Work Matters’ Framework) Develop and maintain range of industry related contacts (Focus on customers) Experience of working with external parties Conflict handling skills	✓ ✓	✓ ✓
Directly contributing to the preparation of tenders and contracts for roads and lighting materials regarding technical specifications, product availability, product compatibility, supplier performance, tender schedules etc. including inputting to the evaluation of tender returns	Experience of Procurement/Tendering Analytical Skills Market knowledge of construction materials Highway Maintenance Knowledge/ Experience	✓ ✓ ✓	✓
Tracking and monitoring expenditure/costs on direct materials against existing budget allocations and/or tenders/contracts reporting outcomes on a monthly basis e.g. total expenditure, expenditure by category, expenditure by supplier.	Budgetary skills Numeracy and Literacy skills	✓ ✓	
Interpreting existing contracts and tenders to determine the most economically advantageous option for the procurement of roads and lighting materials taking into account product specification, lead time, price and operational programmes/deadlines.	Experience of commercial operations/activities	✓	
Identifying appropriate procurement routes (e.g. CPA/Call-off order) ensuring appropriate arrangements are in place to procure the required materials to the required timescales in accordance with Service procedures.	Knowledge of Procurement policies and procedures Experience in ordering/invoicing systems	✓ ✓	

Role Profile

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
Liaising directly with buying team to advise on technical and sourcing/availability issues relating to requisitions and/or orders raised (for roads and lighting materials).	Experience of stock management/supply chain arrangements	✓	
Maintaining all necessary records relating to the “procurement” of roads and lighting materials used in Roads Operations activities including purchasing monitors, material lists/catalogues.	I.T. skills (Embrace technology and information)	✓	
Ensuring all required COSHH arrangements are in place for all materials ordered including production of new COSHH assessments.	Health and Safety Qualifications e.g. IOSH	✓	
Prioritising own workload in accordance with Service/Team plans and priorities and contributing to/assisting in the delivery of Team Plan objectives balancing competing demands and priorities.	Organisational skills (Deliver results) Time management skills Ability to use own initiative Team working skills (Work together) Ability to work without supervision and manage conflicting demands Communication skills	✓ ✓ ✓ ✓ ✓ ✓	
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:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

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