



Role Profile

TECHNICAL ASSISTANT

Reference No.	A4581	Type	Individual
Service	Roads & Transportation Services		
Job Family	Technical 3	Grade	FC3

Purpose

To provide technical support relating to traffic data to the Sustainable Transport & Parking team. Working directly to Service Manager / Lead Officer and technical staff to assist them in carrying out the duties of the section.

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
Assist in the collection of traffic data, including the installation of traffic counters and radar speed recording devices on site. Tasks include setting up equipment, downloading and analysing the data and presenting this in report format.	<p>Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent</p> <p>Ability to provide a regular and effective service (Take Ownership - See 'How We Work Matters' Framework)</p> <p>Ability to travel in and around Fife in the course of your duties</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Inspect and maintain all permanent and temporary traffic count sites and equipment, carrying out testing and/or calibration as required.	Knowledge of using of traffic counters and radar speed units (Deliver Results)	✓	

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	Knowledge of Engineering; Transportation; Local Authority practices. Experience of installation and use of technical software and equipment.		✓ ✓
Maintain data filing system and inventories of equipment.	Experience of using Microsoft Office packages specifically Access and Excel (Embrace Technology & Information)	✓	
Responsibility for the work of other members of the survey team whilst on site. This includes use of equipment and health and safety aspects of signing / protecting the site to current published standards.	Experience of communicating to colleagues, customers and managers both verbally and in writing (Work Together) Experience of organising and delegating work streams Knowledge of Health and Safety requirements working on-site Experience of having a flexible working approach to achieve service goals.	✓ ✓ ✓	✓
Assist and support the Service Manager and Lead Consultant in the performance of their duties.	General Office Administration skills Experience of liaising with a range of customers (such as statutory bodies, consultants, members of the public)	✓ ✓	

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	and supporting senior management workstreams (Focus on Customers)		
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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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.			

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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