

TECHNICIAN 3 (COMMERCIAL/ESTIMATING AND CONTRACTS)			
Reference No.	G199.01	Type	Generic
Service	Asset, Transportation and Environmental		
Job Family	Para Professional 2	Grade	FC4

Purpose
To contribute to the effective and efficient delivery of a technical and commercial operational roads and lighting maintenance service including lead roles in particular fields, e.g. winter maintenance, contracts/tenders, estimating project delivery, commercial/trading activities.

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
<p>Contributing directly to effective and efficient delivery of an operational roads and lighting service undertaking a significant role in one or more of the following business areas:</p> <ul style="list-style-type: none"> • Estimating – producing and maintaining schedules of rates/bills of quantities for annual schedules and specific projects including pricing discrete projects from first principles and final measures on completed works. • Contracts/Tenders – contributing to the development of Roads Operations contracts/annual tenders and specific projects (sub-contractor) and co-ordinate and control all subsequent works issued. • Project/Programme Delivery – co-ordinating and controlling specific operational improvement programmes and deliver completed discrete projects/schemes. 	<p>Educated to SCQF level 7 which includes HNC/SVQ level 3 in relevant area or Advanced Highers or equivalent</p> <p>Educated to SCQF level 8 which includes HND or SVQ level 4 in relevant area or equivalent</p> <p>Civil Engineering/Construction Industry Experience</p> <p>Experience of commercial operations/activities</p> <p>Experience of Procurement/Tendering</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<ul style="list-style-type: none"> • Winter Maintenance – co-ordinating and controlling all works relating to winter decision making infrastructure/assets and associated contract arrangements. • Commercial/Trading Arrangements – monitoring and controlling job level costing arrangements including co-ordination of all relevant contracts and tenders. 			
Monitoring and analysing costs of specific operational contracts/projects tracking spend against budget allocations producing reports as required e.g. costs by supplier/ category/activity, costs v income, project profitability/performance.	Budgetary skills Analytical skills Problem solving skills (Take ownership – See ‘How We Work Matters’ Framework)	✓ ✓ ✓	
Co-ordinating/supervising specific contracts including utilising supply chain arrangements for the optimum use of contracts and tender arrangements relating to area of responsibility.	Experience of stock management/supply chain arrangements (Focus on customers) Experience of ordering/invoicing system	✓ ✓	✓
Monitoring contractor/supplier performance, ensuring all goods and services/works are supplied to the required specifications and in accordance with contract terms and conditions, to operational timescales and in compliance with all relevant Health and Safety legislation and organisational requirements (including follow up on areas of non-compliance).	Experience of contract/performance management Health and Safety Qualification e.g. IOSH/CITB Conflict handling skills Networking skills	✓ ✓ ✓	✓
Contributing and producing performance reports relating to operational and commercial performance e.g. KPI's, SPI's, Trading Performance, Cost Recovery.	Knowledge of procurement policies and procedures		✓
Providing “subject matter expert” advice and guidance to various parties relating to area of responsibility including a consultancy service to external clients.	Experience of working with external parties Communication skills	✓ ✓	

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Producing plans, schedules, bills of quantities, works programmes, final measures and reports relevant to area of responsibility.	Technical experience e.g. specifications, drawings, standards	✓	
Maintaining all necessary records including tender registers, material schedules, schedules of rates, final works measurements, producing work instructions as appropriate.			
Utilising and maintaining bespoke and proprietary software systems relevant to area of responsibility including contributing to the ongoing development of systems.	Confident user of IT applications, showing ability to use packages effectively (Embrace technology and information)	✓	
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	✓	
	Ability to manage conflicting demands	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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