



Role Profile

Trainee Technician Engineer (Transportation Development Management) (Student Placement)

Reference No:	A5668		
Service:	Planning Services		
Job Family:	Planning, Property and Assessors	Grade:	FCLW

Purpose

To assist with and gain experience in relation to the provision of transportation consultation responses to planning applications; vet and inspect Roads Construction Consent applications; carry out site inspections relating to Roads Construction Consent works to support the role of the Clerk of Works (TDM); and assisting and responding to customer enquiries under the guidance of technical and professional staff, to allow the portfolio to deliver professional, high quality and customer focussed services.

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

Assisting in and be part of the Planning Services Transportation Development Management team. Assisting the Lead Officer in discharging the responsibilities of that team.

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

Experience of Using Standard Microsoft software

Currently engaged in full or part time study which would create a pathway into a qualification in Civil Engineering or Transport Planning

E

D

✓

✓

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
Providing technical advice and guidance relating to the implementation of roads standards and related legislative requirements, both planning and roads focussed.	A keen interest in the built or rural environment	✓	
Providing support to; liaising with; and assisting the Lead Officer on analysing merits of planning and other proposals against legislative requirements to evaluate and provide appropriate decision/response (including negotiation and professional advice required to take an application to determination stage). Ability to work to deliver decisions in tight timescales under pressure.	Good interpersonal skills and ability to provide guidance	✓	
Working with Clerk of Works' to ensure compliance with RCC technical/ engineering specifications.	Ability to work to a high degree of quality and accuracy	✓	
Liaising with other members of staff within the Council, developer, agents, members of the public and other relevant parties in dealing with planning application consultations.	Organisational skills. Problem solving skills	✓	
Maintaining records, drawings, specifications etc. both manual and computerised and ensure they are stored correctly.	Communication skills	✓	
	IT skills	✓	
Dealing with enquiries (telephone/email/face to face) from all categories of enquirers relating to all aspects of the various application/ consultation processes, e.g. explaining an application, details from an application, technical or professional advice, etc.	Dealing with commercially sensitive matters on a private and confidential basis. Provide great customer service and be customer focussed	✓	
		✓	
Resolving problems through critical analysis/thinking, planning, and organising work, reviewing, and evaluating options/progress and assessing/managing risk.	Rational/methodical approach to problem solving.	✓	
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.				
Additional Information – the following information is available:	Expected Behaviours			
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>			

Version: 1.0

Issue date: February 2025