

Technical Officer – Grade 4 - 6

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

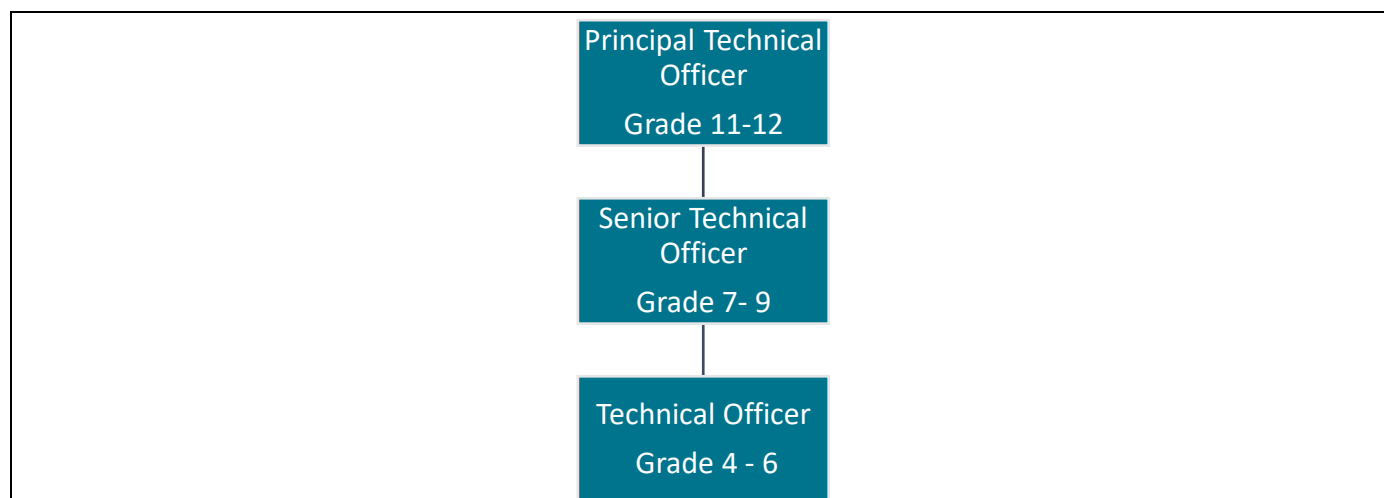
The job of Technical Officer is responsible for providing high quality, value for money service that provides a positive impact on the lives of our customers.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- You will be responsible for providing effective technical services that improve the lives of customers across Kirklees.
- This work will include Operational Services, Highway Safety, Network Management, CCTV and Safety Camera Management and Highway Regulation. Specific duties and responsibilities would be allocated to meet the needs of the Service.
- You will need to be proactive, and you will be required to liaise with supporting staff across the Service, other Council departments, Councillors and external organisations and agencies and members of the public, providing a courteous, helpful, confidential, and responsive service.
- You will also be required to attend meetings and exhibitions and work on site, as necessary.
- Contribute to, and deliver within budget, an efficient and responsive service to meet the needs of customers, the Service and political priorities.
- Work with internal and external partners including businesses, communities, the voluntary sector, Councillors, other Council services and our own staff.
- Proactively develop, sustain, and promote a positive internal and external image of the Service when dealing with customers and partners.
- Support the management and development of the Service to help it deliver its own and corporate priorities.
- Improve services provided through business/process re-design and effective project management.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Ability to assist in the identification of resources required for work (e.g., information, surveys, etc).	Essential
Skills and ability to maintain operate and monitor electronic, digital, and manual records and management information systems.	Essential
The ability to operate and use equipment.	Essential
Demonstrate an ability to work on own initiative, with minimal supervision.	Essential
Experience of presenting information in formats suitable for a variety of audiences.	Essential
Good level of IT knowledge and skills including Microsoft Office.	Essential
Knowledge of health and safety and risk issues in the workplace.	Essential
GCSE in Maths and English (Grade C and above), NVQ2 or the ability to work at that level.	Essential
Good team working skills.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Following an offer of employment, you will be required to undertake a standard medical screening and other medical screening as determined by the Occupational Health Unit appropriate to occupational risk.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Highways	Grading ID	62900/62910/62920
Job ID	80101240	Last Updated	July 2020
Job Focus	Yes	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		