

Highways Operative

Career Progression

Grade 4-6

Introduction:

The Council is committed to investing in the personal and professional development of staff. Career Graded Posts Progression Schemes (CGPSs) support staff in their career aspirations and allows the Council to ensure it has a workforce to deliver high quality services to citizens of Kirklees by having employees with the necessary level of skills and experience.

Principles:

CGPSs provide a consistent and structured framework to support employees to progress in their chosen career. The schemes identify pre-determined criteria against which employees will be assessed and should be accessible, easy to understand and achievable within the context of the job.

Career grades and progression should form part of the overall approach to Performance Management and Performance Appraisal is a fundamental part of this.

PROGRESSION SCHEME PROCESS

You can request consideration for career grade progression after being in post for 12 months.

In order to support you, career grade progression will be discussed as part of overall Performance Management e.g. 1:1 and Performance Appraisal discussions.

To be able to apply for career grade progression, you must be able to demonstrate that you are eligible to be awarded an increment as part of the Performance Appraisal process. In addition, you should be able to demonstrate achievement of your objectives and a commitment to personal and professional development.

You will need to submit the following electronically to your line manager:

- Your current appraisal and scores
- Evidence of learning and development
- Case study of recent work – demonstrating your experience, improving your decision making skills, developing your specialist knowledge and your communication skills.

This information will be assessed by a panel of senior officers. You will also be required to attend a meeting where the above information will be discussed in more detail.

The panel will make their decision and this will be signed off by the Team Manager.

You will be advised of the outcome by your line manager. This will be confirmed in writing.

If you are unsuccessful in your submission for progression, you may be “referred” to submit further evidence or “deferred” if it is felt you are not yet ready for progression. If referred, you will have four weeks to submit further information. If deferred, you must wait a further six months before resubmitting a request for progression.

If you disagree with the outcome of the Career Progression you must put your concerns in writing to the Head of Service within 10 days of the sign off.

Highways Operative - Grade 5

1. Demonstrate skills and experience in the identification of resources:

- a) Can provide examples of when they have identified resources required for work (e.g. plant, labour and materials for different types of work).

2. Operate a range of tools, equipment, machinery and vehicles:

- a) Provides on-the-job examples of the operation and use of tools, equipment, machinery and vehicles, and how they have been used to assist them in undertaking their duties e.g. to deadlines and agreed quality standard.

3. Demonstrate experience in undertaking work in at least one of the below:

- a) Skills in detecting underground services, including the use of appropriate equipment and safe.
- b) Digging procedures.
- c) Carry out drainage investigation, repairs, installation of pipes and construction of chambers and ironwork.
- d) Lay kerbs, channels and edging to line & level.
- e) Lay flags or other modular paving.
- f) Build walls.
- g) Lay and compaction of a range of coated and uncoated materials to the required level and specification.
- h) Erecting, maintaining and dismantling various types of highways street furniture, equipment and signs.
- i) Laying out of road marking materials.
- j) Demonstrate skills in fabricating, welding, joining and installation of metal.
- k) Controlling obstructive plants, weeds, shrubs and leaves on the highway and areas adjacent to it.
- l) Test both 'live' and 'dead' circuits.

4. Carry out measures, calculations and estimates:

- a) Provide examples of doing detailed measures, calculations and estimates.

5. Driving and vehicle checks

- a) LGV Licence.
- b) Provide examples of checks carried out **(as a vehicle driver)** for specialised vehicles or LGV vehicles and how this has been done in accordance with relevant policy, procedures and legislation.

6. Gully/Winter Maintenance

- a) Experience of undertaking gully or winter maintenance duties.

7. Qualifications and Training

One or more of the following qualifications or Certificates of Competence:-

- a) NVQ Level 2
- b) G39/authorisation
- c) G6159 Assessment
- d) NRASWA

Or the ability to demonstrate through previous relevant experience and specific training in the tasks.

8. Managing and Presenting Information

- a) Experience of presenting information in formats suitable for a variety of audiences.

9. Political Awareness

- a) Respond to councillors operational requests impartially and confidentially.

Highways Operative - Grade 6

As per Grade 5 but also demonstrating within the examples how these have been undertaken consistently and have become a normal way of working, plus:-

1. Managing People

- a)** Experience of supervising a team, including allocation of work and informal training and guidance.