

Senior Technical Officer – Grade 7-9

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.

You will be responsible for providing effective technical services that improve the lives of customers. This work will include 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.

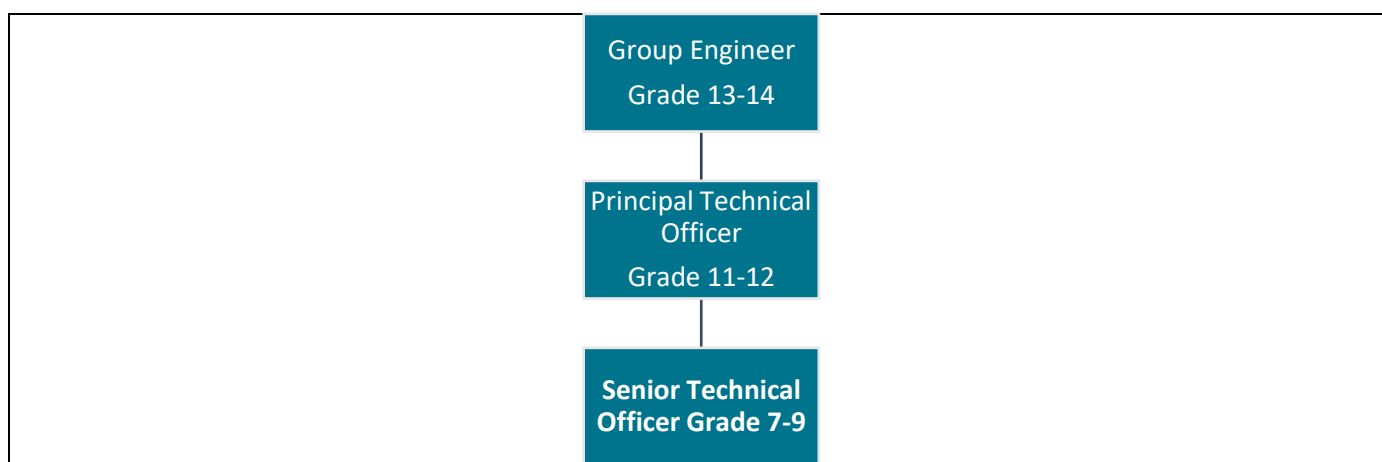
This role is based within [Environment and Climate Change](#) or [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- As a first line manager, your role will involve managing small teams, in an allocated area of work. You will develop and maximise the potential of your own staff and others and promote a good working environment.
- It will be your responsibility to make sure that adequate levels of service are always provided. You will help plan workloads, set objectives and targets and ensure effective decision-making. You will develop the potential and promote a good working environment in which their work to achieve Service objectives is appreciated and valued. You will make sure that enquiries and requests are dealt with in a professional and responsive manner. Your success will be measured against your effectiveness, and that of the colleagues that you supervise, to deliver high quality, cost effective provision that meets Service and corporate priorities.
- You will lead on or assist with specific projects, carry out research, monitor performance and contribute to the development, implementation, monitoring and review of working practices and procedures. This will help determine if services continue to meet customer needs, demonstrate value for money and make effective use and provision of resources, comply with relevant legislation, codes of practice and standing orders. You will present findings and give recommendations to others, including senior managers. You will assist in the preparation, provision, monitoring and analysis of a limited budget within an area of work.
- You will need to be proactive in your approach and you will be required to liaise and negotiate with 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.
- 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

For appointment at Grade 7

| Knowledge, qualifications, skills, and experience | Shortlisting criteria |
|---|-----------------------|
| Hold a Degree or proven ability to work at that level. | Essential |
| Experience of effective staff management. | Essential |
| 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 |
| Good level of IT knowledge and skills including Microsoft Office. | Essential |
| Knowledge of health and safety and risk issues in the workplace. | 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 2. 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:

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| Job Category | Highways | Grading ID | 69530 / 69540 / 69550 |
| Job ID | 80101120 | Last Updated | July 2020 |
| Job Focus | No | 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 | | |