

Job Description

Job Title	Technical Assistant - Highway Design
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	5
Competency Level	1
Salary	£30,060 - £34,314
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9845

Job Purpose

To provide technical design support and assistance in the delivery of highway engineering design services for a comprehensive range of projects and planned interventions on the Liverpool City Council highway network.

To assist in ensuring that design work is delivered to a consistent and high standard and in accordance with recognised design guidance and best practice. This will include assisting in the preparation of highway design solutions and in the review of design work commissioned by the Council.

Directly Responsible For:

Not applicable

Directly Responsible To:

Principal Engineer, T&H Highway Design

Main Areas of Responsibility:

- To assist in the development, preparation and review of feasibility, preliminary and detailed engineering designs for highways projects including:
 - Major transportation, active travel and public realm projects
 - Highway maintenance projects
 - Local Safety schemes
 - Junction upgrade and improvement schemes
 - Section 278/38 schemes
- To attend site meetings and carry out visual site assessments as necessary to support technical activities
- To assist in service performance reviews and implementation of continuous improvement and helping to ensure that a customer focus is central to service delivery
- To be aware of all relevant highways budgets and contribute positively to delivering efficient and effective, value for money services
- To be aware of all relevant health and safety requirements including the role of CDM 2015 Regulations in improving safety in the construction industry
- To assist senior managers in growing an effective in-house highway design team through personal professional development, efficiency, continuous improvement and marketing of design services within Liverpool City Council and other external customers

- Provide guidance and support to the development of Apprentice(s) as and when appropriate

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role will be generally office based with some infrequent site visits and / or meetings, including working in adverse weather conditions as and when required

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Contribute to the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A relevant academic or vocational technical qualification, e.g. NVQ, HNC/D or Degree in Civil Engineering (A,I)

Desirable

- Technician membership, or working towards, of a relevant professional institution, e.g. EngTech ICE, CIHT etc
- Construction Health and Safety training, e.g. CSCS, CDM 2015
- Training in the use of design software, e.g. Autocad, Civils 3D
- Training in application of highway design guidance, e.g. Design Manual for Roads and Bridges
- Full UK driving licence

Experience

Essential

- Experience of working in a team within an engineering design environment, either in the public and / or private sectors (A,I)
- Experience in contributing to the delivery of highway design services and projects within tight budget and time constraints (A,I)

- Knowledge of relevant design standards including DMRB and LTN guidance (A,I)

Desirable

- Knowledge / experience of NEC contract documentation and procurement process for civil and highway engineering projects
- Knowledge and understanding of CDM 2015 in design and / or construction
- Experience liaising with external bodies, including e.g. clients, consultants, suppliers and contractors
- Experience communicating with members of the public, businesses and other stakeholders

Skills/Abilities

Essential

- Good communication skills, both written and verbal and ability to provide information with effective argument and understanding to assist decision making (A,I)
- Ability to work with minimum supervision and to organise and prioritise own workload to meet specific deadlines (A,I)
- Ability to utilise design software packages including Autocad and Microsoft Word and Excel, in preparation of design drawings, reports and documentation (A,I)
- Ability to apply technical design standards and guidance in the preparation of engineering proposals and solutions (A,I)

Desirable

- Ability to assist in reviewing work prepared by other designers and / or design organisations
- Ability to apply creative and innovative skills in development of solutions to for highway maintenance and improvement projects
- Ability to co-ordinate the work of other teams and disciplines, as required to progress complex projects
- Knowledge of NEC contract preparation and / or administration

Commitment

Essential

- Able to integrate within a competent and participative work environment, promotion of high-quality standards and be part of the development of a high performing team (A,I)
- Committed to meeting the highest levels of personal professional conduct including the standards set by your professional institutions and through maintaining your continued professional development (A,I)
- Flexible, able to work in different environments and respond effectively to changing priorities to support the needs of the Council (A,I)
- A good understanding of Best Value public service delivery (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- Flexible availability with the ability to attend meetings / events on occasion outside of normal core working hours

