

TECHNICIAN (HIGHWAY OPERATIONS)		
EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> 4 GCSEs Grade 4 or above (including Maths and English) <p>Certification evidence presented at interview stage</p> <ul style="list-style-type: none"> Photocopy of full UK Driving Licence 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> GIS or AutoCAD qualification certificate <p><u>Training:</u></p> <ul style="list-style-type: none"> Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Relevant qualification certificate in Highway Operations e.g. ILE or in engineering, e.g. HNC/HND Logged by individual with development records/statement from manager evidencing stretch and challenge. <p><u>Training:</u></p> <ul style="list-style-type: none"> Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> ICT test at interview Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers. Awareness of policies and procedures demonstrated at interview via questions and responses including giving examples of what legislation can be used in relevant scenarios <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> Demonstrable knowledge of street permitting system via specific legislation such as Traffic Management Act, Highways Act, New Roads and Street Works Act and associated Planning requirements e.g. can demonstrate knowledge of statutory responsibilities, non-compliance and associated enforcement Demonstrable knowledge of highway contracts, e.g. can identify the key performance indicators within the contract and able to calculate these for performance monitoring Three examples articulated of where statutory duty under the 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan and Jadu. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager Understanding of relevant legislation, design standards, guidance and policy across the Service, e.g. Highways Act 1980, Highways Asset Management Strategy, showing ability to identify statutory responsibilities, non-compliance and subsequent route to enforcement, if necessary, presented in writing or verbally at 1:1 with line manager, detailing knowledge and experience in this area

<p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p>highways act has been followed in workstreams</p> <ul style="list-style-type: none"> • Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services • Professional discussion on understanding of EDI, and how this has been introduced into the workplace 	<ul style="list-style-type: none"> • Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • ICT test at interview and experience evidenced through questioning at interview stage with examples • Experience of managing own workstreams, giving examples through questioning of autonomy of working • Experience of dealing with emergencies and involvement in emergency practices, e.g. can determine an emergency and take appropriate action to rectify, evidenced through questioning at interview with at least one example given • Evidenced on job application and at interview via scenario-based question on filing/records system used (also linked to skills question) • Evidenced via application form and employment history discussion at interview 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Demonstrable practical and procedural knowledge across the service area following 2 years working in a highways setting evidenced through employment records and able to evidence at least 2 small projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate appropriate consideration of legislative requirements • Demonstrable experience of applying highway designs and construction standards to highway works, evidenced by adherence to adopted criteria identified through site assessments • Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by examples of works orders and calculations raised • Demonstrable experience of processing invoices/raising orders and associated debt recovery, evidenced through discussion to give examples • Demonstrable experience of undertaking site assessments, including measurements, evidenced through on-site documentation to show how information is used to produce quotations for works and application of permits 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experienced in a highways discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records • Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced with at least one example, presented in writing or verbally at 1:1 with the line manager. • 3 examples of where you have undertaken and responded to an FOI request independently • 3 examples of where you have raised works orders and explain how costs were monitored and how you ensured financial compliance <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>

	<ul style="list-style-type: none"> 5 examples where you have developed working partnerships with both internal and external partners and describe the added value this brought 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options Organisational skills and attention to detail probed at interview with scenario question Input of data linked to systems question via scenario-based question (in Experience) 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> Can manage own workload, meeting deadlines, giving examples of autonomy of working Able to use AutoCAD to design highway schemes and traffic plans, e.g. diversion plans, evidenced with at least one example of a design created by the postholder Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through examples of where service improvements have been suggested Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation 2 examples presented of where initiative has been used to solve problems Use of analytical skills evidenced through research and running of reports and presenting data and analysis to manager 3 examples of different communications methods used to respond to queries 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc Professional conversation regarding the different risks associated with the role and how you are aware and alert to them A minimum of 2 examples where you have adapted to new ways of working

ASSISTANT ENGINEER (HIGHWAY OPERATIONS)

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