

Role Profile

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| Job Title: | Technical Supervisor |
| Location: | Colindale/Hybrid |
| Department: | Highways |
| Directorate: | Customer and Place |
| Grade: | J |
| Salary Range: | £48,003 – £53,172 |
| Reports to: | Construction Manager |

Job Purpose:

Working within the Asset Management Team, the post holder will be responsible for the effective supervision of a portfolio of projects within the Asset Management Programme, including carriageway and footway resurfacing works, vehicle crossovers and minor traffic management scheme. The post holder will be responsible for overseeing these projects to ensure they are completed to programme, to standard and to budget and to ensure compliance including health and safety and final completion in line with the contract, policy and standing orders effective customer.

You will be responsible for stakeholder engagement and awareness, providing customer service excellence at all times and for ensuring value for money right first-time delivery of the projects and the effective day to day issue resolution to ensure the programme remains on target and the schemes are completed to programme, to standard and to budget.

The role may require occasional out of normal hours working to facilitate the successful delivery of the programme.

2. Key accountabilities:

- To coordinate and supervise projects and to assist in obtaining the necessary technical, administrative, and financial approvals in the preparation, supervision and administration of the highway's contracts.
- To ensure that the contractors are delivering quality services in compliance with specifications, through maintaining adequate site inspection records to address non-compliance issues and resulting remedial actions.

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- To liaise with the Traffic and Compliance team to ensure the effective coordination of road space to deliver the scheme to programme, to standard and to budget.
- To liaise with, where appropriate, other agencies and bodies and internal departments, to ensure the site works are coordinated and projects are delivered to programme, to standard and to budget.
- To carry out condition surveys and site surveys as directed and to undertake the preparation of reports with associated recommendations.
- To liaise and deal courteously and in line with policy with all enquiries from elected Members, members of the public, and stakeholders to deliver service excellence, including the preparation of high quality, factual, letters, technical reports and other documents as required.
- To maintain technical and resource records and undertake research and technical investigations as directed.
- To deliver, at all times, a professional technical service aligned to "the Way We Work" contributing to the Council's wider objectives, responding to customers' needs and the principles of continuous improvement.
- To attend internal and external meetings and represent the service at public and other meetings as directed, maintaining service excellence and customer care at all times.
- To take ownership of personal training and development needs, completing all specified training to standard and to time, and keep up to date with latest industry developments.
- To assist with the maintenance of the Highways programme databases to control programme, income and expenditure, utilising provided technology to a high standard of professionalism.
- To ensure compliance with all Health & Safety legislation and associated codes of practice and Council policies.
- To carry out all duties with due regard to the Customer Care, Equalities, Information Governance, Data Protection, GDPR, Financial Regulations and Health and Safety policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes shall be incorporated into the job description documentation.

3. Financial Responsibilities:

- To prepare estimates and to raise jobs on the asset management system.

- Approve invoices, goods received notes and statements for payment purposes
- Lead on the supervision and administration of contracts and to ensure compliance with contract conditions, contract specifications, financial regulations, standing orders, policy documents and the relevant legislation.

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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| Criteria | Essential/Desirable | Assessed by: |
|---|----------------------------|-----------------------|
| Professional Membership/Qualification | | |
| BTEC Level 3 Diploma in Civil Engineering, Building Services Engineering, Transportation or equivalent | Essential | Application |
| Experience & Knowledge | | |
| General knowledge of highways and transport policies and associated working knowledge of legislation | Essential | Application/Interview |
| 5 years relevant professional work experience in Civil Engineering, Building Services Engineering, Transportation or equivalent | Essential | Application/Interview |
| NRSWA Streetworks certificate | Essential | Application |
| Experience of surveying and project cost calculation | Essential | Application/Interview |
| Experience of working with consultants and/or contractors | Essential | Application/Interview |
| Good budgetary management skills | Essential | Application/Interview |
| Good written and verbal communication skills | Essential | Application/Interview |

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| Working knowledge of Microsoft Office Suite including Word and Excel. | Essential | Application/Interview |
| Detailed record keeping | Essential | Application/Interview |
| Experience of mobile asset management IT equipment e.g. handheld units | Essential | Application/Interview |
| Experience of working within in a customer focused environment. | Essential | Application/Interview |
| Confident in dealing with day-to-day performance issues as they arise | Essential | Application/Interview |
| Basic knowledge of relevant health and safety legislation covering the construction industry | Essential | Application/Interview |
| Full driving licence or the ability to travel around the borough on a daily basis. | Essential | Application/Interview |
| Professional Behaviours | | |
| Adaptability and flexibility | Essential | Application/Interview |
| Takes initiative | Desirable | Application/Interview |
| Drives own learning and development | Desirable | Application/Interview |
| Ability to interact with clients internal and external | Essential | Application/Interview |
| Proactively support performance management techniques and use of utilisation tools/methods | Desirable | Application/Interview |
| Customer focused | Essential | Application/Interview |
| Core capabilities | | |
| Relevant IT skills | Essential | Application/Interview |
| Problem solving/analysis | Desirable | Application/Interview |
| Contribution to project Management | Desirable | Application/Interview |
| Developing commercial awareness | Desirable | Application/Interview |
| Industry knowledge is good | Desirable | Application/Interview |
| Awareness of SHE considerations | Essential | Application/Interview |

| Values & Behaviours | | |
|---|---------------------|-----------------------|
| Caring | | |
| Integrity- I work with candidates and colleagues in a way that builds trust. | Essential/Desirable | Application/Interview |
| Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok | Essential/Desirable | Application/Interview |
| Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt | Essential/Desirable | Application/Interview |
| Learning to Improve | | |
| Insight- I regularly rely on evidence and professional standards to support my work and decision making. | Essential/Desirable | Application/Interview |
| Agile-I am fully empowered to act within the scope of my role | Essential/Desirable | Application/Interview |
| Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can | Essential/Desirable | Application/Interview |
| Inclusive | | |
| Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding | Essential/Desirable | Application/Interview |
| Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others | Essential/Desirable | Application/Interview |
| Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do. | Essential/Desirable | Application/Interview |
| Collaborative | | |
| One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others | Essential/Desirable | Application/Interview |
| Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet | Essential/Desirable | Application/Interview |

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| Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards | Essential/Desirable | Application/Interview |
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