

## Person Specification

<b>Position Title</b>	<b>Skilled Roadworker</b>
<b>Division / Section</b>	<b>Planning and Transport</b>
<b>Service Area</b>	<b>Roads Operations</b>
<b>Responsible To</b>	<b>Team Leader</b>

### Person Specification

<b>Qualifications, training &amp; professional membership</b>	• Achieved or be working towards achievement of SVQ Level 2 in Highway Maintenance	Essential
	• Evidence of continuing professional development	Essential
	• Full UK Driving Licence (preferably C1 or C)	Essential

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

#### EXPERIENCE

- |  |           |
|--|-----------|
| • Significant experience of working within an organisation of comparable scope, size and complexity within the public or private sector. | Essential |
| • Ability to communicate technical information in a meaningful manner.   | Essential |
| • Ability to plan workloads, identify areas of potential failure and take preventative action.   | Essential |
| • Ability to set out and work to precise lines and levels  | Essential |
| • Ability to erect, maintain and remove traffic management equipment to Chapter 8 of the Traffic Signs Manual                            | Essential |
| • Adopt Safe Working Methods in relation to all operations, taking account of and avoiding damage  | Essential |

to public utility apparatus.

- Experience and competence of the operation of complex vehicles, machinery and equipment, including its safe use, routine maintenance and cleaning. Essential
- Experience in the use of mobile IT devices for works management. Essential

#### **LEGISLATION**

- Knowledge and demonstrable experience of operating within CDM regulations and practices. Essential

#### **OPERATIONAL MANAGEMENT / VALUE FOR MONEY**

- Experience of delivery of a major maintenance service delivering excellent value for money. Desirable

#### **CUSTOMER FOCUS**

- Experience of delivering customer-focused services tailored to meet known needs of local communities. Essential

### **Competencies & Values Framework**

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**Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.**

- |                                      |   |
|--------------------------------------|---|
| <b>Customer focused</b>              | <ul style="list-style-type: none"><li>• promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations</li><li>• identifies opportunities to improve the way the team delivers customer/client services</li><li>• ensures teams correctly identify customer/client needs and provide satisfactory solutions</li><li>• takes personal responsibility to manage customer/client relationships</li><li>• implements service improvements</li><li>• monitors quality of service.</li></ul> |
| <b>Works Effectively with others</b> | <ul style="list-style-type: none"><li>• treats team members fairly and equally, recognises and demonstrates appreciation of their contribution</li><li>• identifies with and has a shared commitment to achieving team objectives</li><li>• shares knowledge and information with others</li><li>• thanks, others, for their contribution and efforts</li><li>• fosters good working relationships within teams in own</li></ul>  |

department

- actively seeks others input and values their contributions.

### **Managing change**

- reacts positively to change
- is flexible and adapts plans in response to change
- prepares and supports team members during periods of change
- constructively challenges current thinking and procedures and offers alternative solutions
- gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.

### **Taking Ownership and Responsibility**

- takes the initiative to start activities or actions
- recognises when a decision is needed and commits to act
- is proactive, acts quickly to address current issues
- seeks feedback and takes appropriate action
- takes responsibility for personal development
- modifies own behaviour to influence different situations.

### **Communicating Effectively**

- uses positive, appropriate language in all situations
- communicates clearly and concisely to influence others
- uses a variety of methods to communicate in the most effective manner
- creates a positive confident impression
- uses interpersonal skills to have a positive impact in meetings
- keeps written messages simple.

### **Planning and Decision Making**

- regularly monitors progress and takes corrective action to ensure priorities are met
- gathers information from several readily available sources
- considers information objectively to establish logical options and generate solutions
- considers options and risks before making a decision
- determines resources and co-ordinates work logically to ensure tasks are completed effectively.