



Person specification			
Post title	Technical Assistant – Site Development	Grade	F
Service Area	Regeneration and Economic Development	Section/team	Network and Operations Group – Site Development

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace the values of KMBC	E	A, I
S2	Working knowledge or awareness of current traffic / highway design guides and best practice.	E	A, I
S3	Knowledge and/or awareness of development control policies, standards and procedures and legal agreements, and experience of development management matters relating to highways and traffic issues.	E	A, I
S4	Knowledge and/or awareness of Highways legal matters relating to delivery of highways projects by third parties, particularly those relating to S278 and S38 agreements	E	A, I
S5	Recent, demonstratable experience with network and/or asset management software i.e., Symology / Confirm / Exor / Mayrise / MapInfo, together with an understanding of the systems, policies, procedures, and legislation within the scope of highway network management.	D	A, I
S6	The ability to Collate, interpret and analyse information and input data in a timely fashion.	E	A, I
S7	Good knowledge of Microsoft word, Excel, and Outlook; it is essential to be fully computer literate with ability and willingness to learn new ICT systems.	E	A, I
S8	To be comfortable when working under pressure when considering the wider implications and impact on users of the network and the Council.	E	A, I

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S9	Ability to analyse and interpret technical specifications and issues.	D	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	I
P3	A demonstrable willingness to share information and work with other people.	E	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	I
P5	A considerable commitment to flexibility, both in terms of duties undertaken and the need to occasionally work outside normal hours.	E	A, I
P6	An ability to keep a positive perspective and perform well including during difficult situations.	E	A, I
P7	Required to have a current full driving license and access to personal transport (or equivalent mobility)	E	A, I
Communication			
C1	Communication - A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	E	A, I
Qualifications			
Q1	NVQ level 3, ONC, HNC or equivalent qualification or significant and demonstratable experience specifically within Highways.	D	A, I, C
Health and safety			
H1	to ensure suitable and sufficient risk assessments are conducted considering employees' capabilities	E	A, I
H2	Ability to use equipment as instructed and trained	E	A, I

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H3	Ability to inform management of any health and safety issues which could place individuals in danger	E	A, I
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A = Application form C = Certificate E = Exercise I = Interview P = Presentation AC = Assessment Centre T = Test

Date	Approved by authorised manager	Designation
09/09/22	Keith Moyles	Group Manager - Network and Operations Group – Site Development

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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