**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Officer – Electrical |
| Salary: |  |
| Grade: | 9 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Highways Maintenance – Central Programme Delivery |
| Service Area: | Highways and Operations within Environment and Place |
| Primary Location: | County Hall OX1 1ND*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | Revenue £1m Capital - £0.5m approximately |
| Responsible to: | Senior Officer – Electrical |
| Responsible for: | n/a |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to work with colleagues across the directorate to identify, design and deliver highway electrical maintenance schemes in relation to improvement and maintenance of the highway electrical assets, including but not limited to streetlighting, illuminated signs, control systems and other associated electrical assets. To liaise with other teams and partners’ resources to ensure all works delivered are undertaken providing the most cost effective and efficient means of delivery.The role will the delivery of improvements across all highway electrical assets.The post will have a key role in the delivery of a variety of capital and revenue works across the network. As Officer-Electrical, the post holder will be accountable for the following activities:- * Delivering highway electrical maintenance works identified through annual programmes to improve the highway electrical assets at a countywide level.
* Working with the team to deliver relevant parts of the Service Plan.
* Working with colleagues identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams particularly but not exclusively Highway Schemes.
* Work monitoring through the development of spreadsheets and databases.
* Act as an escalation point in relation to queries or issues that cannot be resolved by other team members.
* Working with colleagues identify and evaluate the opportunities for income reduction generation aimed at improving services and delivering through new processes and innovative methodologies.
* Supporting and enabling colleagues across the Service to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.
* Represent the Service as required at meetings or committees, including outside of normal hours
* Supporting the operational effectiveness of projects, including finance and budget reporting, procurement processes, contract management and risk management.
* To provide resilience across the Service.

To work with our Communities, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.   To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.   To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.   To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.   The postholder will be expected to provide the Senior Officer and Team Leader with information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.   The role will require working with, Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.   |

## Job Responsibilities

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| Technical / Professional* Provide suitable experience in highway maintenance or design including a thorough knowledge of construction materials construction techniques and specialist services.
* Utilise knowledge in the recognition identification, specification and measurement of electrical maintenance needs, priorities and solutions to assist in producing prioritised programmes of work.
* Undertake site supervision/inspection of electrical maintenance operations on public highways and sound record keeping.
* Demonstrate knowledge and ensure delivery of relevant legislation and policies in relation to highway authority responsibilities.
* Demonstrate knowledge of Construction (Design and Management) Regulations
* Understanding of Asset Management System) and other analytical tools to enable prioritisation of highway schemes.
* Ability to collect, manage and analyse electrical asset data and identify remedial action based on events and in association with site survey and inspection reports.
* Undertake site investigations to determine best value solutions for electrical maintenance and improvement needs on a designated area of the County Roads.
* Prepare work details, specifications, Health and Safety information, contract documents and, works orders for highway electrical works.
* Identification, assessment prioritisation and programming of highway electrical maintenance works in dialogue with team members, operational staff and other relevant stakeholders
* Knowledge of electrical maintenance including identifying and implementing repairs and improvements to existing apparatus

  Relationships and Stakeholder Management  * To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
* Engage with staff and stakeholders to work towards priorities and objectives of the service plan and relevant corporate policies and external legislation.
* To contribute to the development of advice, written reports and briefings relating to Area Operations activity to Members, MPs, and other stakeholders as required.

 Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to Civil Engineering Level 3 National Certificate or 5 GCSEs Grade (A – C) or equivalent incl Maths and English and relevant highway maintenance engineering experience  | A / I |
| Experience in highways maintenance engineering | A / I |
| Ability to use own judgment in a range of situations, dealing with complex issues and sensitive situations  | A / I  |
| Ability to work autonomously | A / I |
| Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports  | A / I  |
| Understanding using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.  | A / I  |
| Proficient in MS Office skills (Word, Outlook, Excel etc.)  | I  |
| Desirable Criteria | Assessed By: |
| Knowledge of Construction (Design and Management) Regulations | A/I |
| LANTRA traffic management accreditation (Chapter 8 Signing Lighting & Guarding) |  |
| Understanding the need to comply with the Council’s constitution, including its contract and financial procedures and regulations  | A / I  |
| Knowledge of Winter Maintenance decision making procedures | A / I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [x]  | Night work | [x]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [x]  | Working on/ or near a road | [x]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022