



Role Profile

TECHNICIAN (NETWORK MANAGEMENT)			
Reference No:	A5386		
Service:	Assets, Transportation and Environment		
Job Family:	Transportation/Roads/Waste	Grade:	FC3-FC6

Purpose
To provide technical support and assist in the network management of Fife's Roads Infrastructure, ensuring it is fit for purpose, safe for road users and that its condition is managed, maintained and improved in line with the Roads Asset Management Plan. Liaise with others within and outwith the Service in relation to the activities and functions of the team to deliver quality, best value and customer focused services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting the Lead Consultant in the performance of their duties and provide support services to professional staff in providing a first point of contact to the public.	<p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at credit level including Maths and English at level 3 or above, or equivalent</p> <p>Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent</p> <p>Membership of an appropriate professional body</p>	✓	✓ ✓
Assisting in the administration, licensing, management and enforcement of activities affecting the road in terms of the Roads (Scotland) Act 1984 & New roads And Street Works Act 1991 including	Experience in Roads Network Management functions	✓	

E = Essential Criteria D = Desirable Criteria

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the processing of applications for parades, marches, events and other activities carried out on the road.	Knowledge of the Roads legislation including, Roads (Scotland) Act 1984 and New roads Scotland Act 1991	✓	
Assisting in coordinating and liaising of roadworks and other activities on the road network in terms of the Transport (Scotland) Act 2005, NRSWA 1991 and Roads Scotland Act 1984. Including supervision of contractors working in the road. Taking enforcement action and issuing fixed penalty notices when appropriate, where breaches of legislation have occurred.	Knowledge of the Transport (Scotland) Act 2005 (Work together)	✓	
Interrogating, populating and monitoring “Notices” in the Scottish Roadworks Register. Including preparing reports from the register.	Knowledge of the Scottish roads works Register Understanding of performance management	✓	✓
Assisting in monitoring performance and budgets. Preparing technical plans, maps and diagrams relating to the functions of the team, including the use of GIS and CAD.	General civil engineering and or technical office experience I.T. skills	✓	✓
Investigating and responding to internal and external enquiries, customer complaints and other correspondence regarding service delivery. Also liaising with relevant internal and external bodies to ensure management of the Network.	Communication skills Experience in dealing with the public	✓	✓
Adhering to the Council’s policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.			

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		