**Framework Information, Appendix A – Person Specifications**

The indicative services at Annex A, clause 6.0 of the Framework Information will be carried out by staff with the Person Specifications set out below.

Whilst these person specifications are not exhaustive it shall be considered that where referred to, experience shall be relevant. All skills and abilities should be evidenced by examples as part of the Staff Charge Bands approval process (Framework Information, Annex A, clause 5).

Where listed under the heading of desirable these should be considered as required but will be waived by the Client where the ability of the individual can be evidenced to perform at the required level for the specific project they are servicing.

At the head of each description, the equivalent grade at Leicestershire County Council (LCC) is given as a guide (only).

**BAND A TECHNICAL MANAGER (Head of service at LCC)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Chartered Civil Engineer or equivalent appropriate professional accreditationor equivalent appropriate and demonstrable experience in civil engineering. | Management qualification.  |
| **Experience** | Experience and evidence of delivering a commercial culture, managing costs, generating income and development of new commercial initiatives and delivery models.Experience and evidence of successfully managing significant projects, including the procurement of construction related work using various contract forms.Experience of working in an environment requiring extensive multi-organisation liaisonExperience and evidence of developing a successful and fully motivated team |  |
| **Knowledge** | A knowledge of current initiatives aimed at transforming the construction industry, and the highway sector.A knowledge of legislation, directives, rules and procedures related to highways and construction, including The Construction (Design and Management) Regulations 2015. | Ability to be innovative and progress innovative ideas across a framework. |
| **Competencies** | Build strong and collaborative working relationships across partners, peers and stakeholders, based on trust.Lead and deliver sustainable, collective high performance through inspirational leadership, the setting of clear priorities and a strong approach to performance management.Support and motivate teams and individuals to meet their objectives and develop their skills and capacity, whilst considering the needs of the service. Champion continuous improvement by evaluating service performance, and using best practice to inform new and innovative ways of working both internally and externallyExcellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes  |  |

 **BAND B PRINCIPAL (Team Manager at LCC)**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Chartered Civil Engineer or equivalent orequivalent demonstrable work experience in civil engineering  | Management qualification. |
| **Experience** | Commissioning of programmes and work packages within internal and/or external provider arrangements. Successful management of projects, including experience of resolving organisational and service issues.Working with key stakeholders to deliver outputs and outcomes.Implementing continuous improvement strategies to maximise service effectiveness and/or efficiency. | Public inquiry experience.Knowledgeable on sustainable relevant issues and developments |
| **Knowledge** | How the use of systems, aligned to business processes, can support the management of efficient and effective services.The principles of effective commissioning and how they can be applied to maximise service effectiveness in meeting the strategic outcomes of the organisation.Of current legislative requirements, governance and relevant policies and procedures associated with Highways and Transport Legislation, including The Construction (Design and Management) Regulations 2015. | Ability to be innovative and progress innovative projects. |
| **Competencies** | Leading, managing and developing teams. Ability to counsel and support staff, to generate confidence and enthusiasm and to coach staff in communication skillsBuild powerful relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust.Lead and deliver sustainable, collective high performance through leadership, the setting of clear priorities and a strong approach to performance managementExcellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes.Strong analytical and creative thinking skills |  |

 **BAND C SENIOR ENGINEER (Senior Engineer at LCC)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A degree in an appropriate subject or equivalent qualification (e.g. BTEC Higher in Civil Engineering) plus demonstrable experience as identified below:Evidence of continued learning and development | Working towards I. Eng. or C.Eng. |
| **Experience** | Working at a senior level in an engineering settingWriting briefs to commission works based on outcome specifications, and preparing contract documents, assessing and awarding contractsSupervising and managing members of a team, both in technical aspects and performance management | Experience of the interface with other disciplines. |
| **Knowledge** | Negotiate with all external parties including the public.Knowledge of current highway or other applicable standards, including The Construction (Design and Management) Regulations 2015.Aligning business systems and processes to support the efficient delivery of services Manage complex projects to deadlines.Project Manager / Supervisor. | Ability to be innovative and progress innovative projects.Ability to prepare fee proposals. |
| **Competencies** | Excellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes Build powerful relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust.Lead and deliver sustainable, collective high performance through leadership, the setting of clear priorities and a strong approach to performance management.Be able to work to tight timescales and to agreed targets | Ability to counsel and support staff |
| Ability to generate confidence and enthusiasm |
| Ability to make formal and informal presentations of a technical nature |
| With guidance able to progress multiple issues |

**BAND D ENGINEER (Assistant Engineer at LCC)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | HNC in Civil Engineering or equivalent qualification | Working towards (or willing to work towards) I. Eng. or C.Eng. |
| **Experience** | Design and supervision of relevant schemes. | Appreciation of the interface with other disciplines Contract preparation and supervision. |
| **Knowledge** | Providing professional, commercial advice and support to managers, supervisors and team members as requiredManaging contractors and sub- contractorsComprehensive / significant experience in management of highways related projects, design development, specification and procurement, and contractual procedures.Knowledge of design standards and industry regulations, including The Construction (Design and Management) Regulations 2015.Interpreting and writing technical and non-technical reports and providing technical Producing and checking specifications and delivery programmes | Ability to negotiate with all external parties including the public. Ability to manage budgets and costs. |
| **Competencies** | Methodical approach, with attention to detailStrong organisational, planning and project management skillsUse of ICT systems and business processes to support the efficient delivery of services Be able to work to tight timescales and to agreed targets | Ability to counsel and support staff |

 **BAND E SENIOR ENGINEERING TECHNICIAN (Senior Technician at LCC)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | BTEC Higher / NVQ level 4 in Civil Engineering or equivalent qualificationEvidence of continued learning and development |  |
| **Experience** | Working in an engineering setting, in relation to design, management, maintenance or construction processesWorking as part of a team on civil engineering or highway maintenance projects. Delivering projects and programmes of work to time, quality and cost.. | Experience of managing technical staff |
| **Knowledge** | Ability to produce all aspects of projects to deadlines.Knowledge of current relevant standards, including The Construction (Design and Management) Regulations 2015.Ability to work with minimal supervision |  |
| **Competencies** | Excellent verbal and written communication skills.Good IT skills, including ability to learn the use of service specific systems and software.Strong analytical, planning and organisational skillsAble to adopt a flexible approach to workload priorities |  |

 **BAND F TECHNICAL ASSISTANT (Technician at LCC)**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | NVQ3 or equivalent, i.e. BTEC in Civil Engineering or A-Levels A-C in relevant subjects, ORExtensive demonstrable experience as identified below |  |
| **Experience** | Working in an engineering setting, including design, management, maintenance or administrative processes in relation to highways infrastructureWorking in a commercial environment and delivering projects and programmes to time, quality and cost |  |
| **Knowledge** | Knowledge of current highways legislation relevant to the service area  | The Construction (Design and Management) Regulations 2015.  |
| **Competencies** | Good verbal and written communication skillsGood organisational skills and the ability to prioritise workGood IT skills, including the ability to learn the use of service specific systems and software | Ability to interpret maps, plans and engineering drawings |

BAND G GRADUATE TRAINEE

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | UK Honours Degree in a relevant subject e.g. (Civil Engineering, Transport Planning, Geography, Maths, History | Relevant experience in Transportation equivalent to the above qualificationOn an accredited training scheme |
| **Experience** | Experience of working in the Transportation fieldStrong IT skills in the use of Microsoft Office products such as Word & Excel (or equivalent)Preparing reportsProblem identification and solvingWorking within teams | Experience in a design office, testing laboratory or site |
| **Knowledge** | Knowledge of current relevant design and health and safety standards, including The Construction (Design and Management) Regulations 2015.Ability to work with minimal supervision | Proficient in used of AutoCAD or similar  |
| **Competencies** | Excellent communication and presentation skills, including report writingAble to analyse and collate information accurately and in an appropriate format in order to present conclusions and recommendationsDemonstrates a flexible approach to meet changing demandsStrong numerical and data analysis skills To be able to interpret policy and guidance in relation to the technical assessment of development proposals. |  |

BAND H TECHNICIAN TRAINEE /TECHNICAL ADMINISTRATOR Trainee

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|  | **Essential** | **Desirable** |
| **Qualifications** | 4 GCSE – minimum Grade C/ Grade 4 or equivalent in Mathematics, English, a Science subject, plus one other subject or an equivalent qualificationorPossess the equivalent qualification to meet the entry requirements for the BTEC/ONC Civil Engineering Qualification course |  |
| **Experience** | Experience in a technical environment such as:Technical drawing/draughting Construction workProblem identification and solving Using/ applying design standardsAwareness of health and safety practices applicable in undertaking the role.Preparing reports | Awareness of health and safety legislation, including The Construction (Design and Management) Regulations 2015. |
| **Competencies** | Good numeracy and literacyCommunication to a good standard, both verbal and written. Good standard of computer literacyDemonstrate an eye for detail/ design and interpreting drawings/structuresSelf-motivated and able to work on own initiative or part of a team. |  |