**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 accreditation  or 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 liaison  Experience 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 externally  Excellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes |  |

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

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Chartered Civil Engineer or equivalent  or  equivalent 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 skills  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  Excellent 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 setting  Writing briefs to commission works based on outcome specifications, and preparing contract documents, assessing and awarding contracts  Supervising 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 required  Managing contractors and sub- contractors  Comprehensive / 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 detail  Strong organisational, planning and project management skills  Use 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 qualification  Evidence of continued learning and development |  |
| **Experience** | Working in an engineering setting, in relation to design, management, maintenance or construction processes  Working 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 skills  Able 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, OR  Extensive demonstrable experience as identified below |  |
| **Experience** | Working in an engineering setting, including design, management, maintenance or administrative processes in relation to highways infrastructure  Working 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 skills  Good organisational skills and the ability to prioritise work  Good 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 qualification  On an accredited training scheme |
| **Experience** | Experience of working in the Transportation field  Strong IT skills in the use of Microsoft Office products such as Word & Excel (or equivalent)  Preparing reports  Problem identification and solving  Working 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 writing  Able to analyse and collate information accurately and in an appropriate format in order to present conclusions and recommendations  Demonstrates a flexible approach to meet changing demands  Strong 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 qualification  or  Possess 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 work  Problem identification and solving  Using/ applying design standards  Awareness 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 literacy  Communication to a good standard, both verbal and written.  Good standard of computer literacy  Demonstrate an eye for detail/ design and interpreting drawings/structures  Self-motivated and able to work on own initiative or part of a team. |  |