

PSP 4 - Staff Charge Band Approval Process



Suppliers staff member information

Name		
Employer		
Position/Job Title		
CHARGE BAND (A - H)	PROPOSED (for new & promoted staff)	EXISTING (for promoted staff only)
Agreed Specialism		
General Civil and Highway Activities		
Specialists		
CV Attached (Y/N)	YES	NO
IR35 In/Out of Scope (Lot 2 Seconments Only)	In	Out of scope

Approval details

MHA+ Client Manager	
Signature	
Date	
Supplier Manager	
Signature	
Date	

BAND A Technical manager (Head of service at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification (To be inserted)	Client Check (*)
	Essential	Desirable		
Qualifications	Chartered Civil Engineer or equivalent appropriate professional accreditation or equivalent appropriate and demonstrable experience in civil engineering.		Management qualification.	
Experience	<p>Experience and evidence of delivering a commercial culture, managing costs, generating income and development of new commercial initiatives and delivery models.</p> <p>Experience and evidence of successfully managing significant projects, including the procurement of construction related work using various contract forms.</p> <p>Experience of working in an environment requiring extensive multi-organisation liaison</p> <p>Experience and evidence of developing a successful and fully motivated team</p>			
Knowledge	<p>A knowledge of current initiatives aimed at transforming the construction industry, and the highway sector.</p> <p>A knowledge of legislation, directives, rules and procedures related to highways and construction, including The Construction (Design and Management) Regulations 2015.</p>		Ability to be innovative and progress innovative ideas across a framework.	

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<p>Competencies</p>	<p>Build strong and collaborative working relationships across partners, peers and stakeholders, based on trust.</p> <p>Lead and deliver sustainable, collective high performance through inspirational leadership, the setting of clear priorities and a strong approach to performance management.</p> <p>Support and motivate teams and individuals to meet their objectives and develop their skills and capacity, whilst considering the needs of the service.</p> <p>Champion continuous improvement by evaluating service performance, and using best practice to inform new and innovative ways of working both internally and externally</p> <p>Excellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes</p>			
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BAND B PRINCIPAL (Team Manager at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification (To be inserted)	Client Check (*)
	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.		

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<p>Competencies</p>	<p>Leading, managing and developing teams.</p> <p>Ability to counsel and support staff, to generate confidence and enthusiasm and to coach staff in communication skills</p> <p>Build powerful relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust.</p> <p>Lead and deliver sustainable, collective high performance through leadership, the setting of clear priorities and a strong approach to performance management</p> <p>Excellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes.</p> <p>Strong analytical and creative thinking skills</p>			
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BAND C Senior Engineer (Senior Engineer at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification (To be inserted)	Client Check (*)
	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.		

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Competencies	Excellent communication and presentation skills including the ability to shape and influence to achieve successful outcomes	Ability to counsel and support staff		
	Build powerful relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust.	Ability to generate confidence and enthusiasm		
	Lead and deliver sustainable, collective high performance through leadership, the setting of clear priorities and a strong approach to performance management.	Ability to make formal and informal presentations of a technical nature		
	Be able to work to tight timescales and to agreed targets	With guidance able to progress multiple issue		

BAND D ENGINEER (Assistant Engineer at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification	Client
	Essential	Desirable	(To be inserted)	Check (*)
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	<p>Providing professional, commercial advice and support to managers, supervisors and team members as required</p> <p>Managing contractors and sub- contractors</p> <p>Comprehensive / significant experience in management of highways related projects, design development, specification and procurement, and contractual procedures.</p> <p>Knowledge of design standards and industry regulations, including The Construction (Design and Management) Regulations 2015.</p> <p>Interpreting and writing technical and non-technical reports and providing technical</p> <p>Producing and checking specifications and delivery programmes</p>	Ability to negotiate with all external parties including the public. Ability to manage budgets and costs.		

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<p>Competencies</p>	<p>Methodical approach, with attention to detail</p> <p>Strong organisational, planning and project management skills</p> <p>Use of ICT systems and business processes to support the efficient delivery of services</p> <p>Be able to work to tight timescales and to agreed targets</p>	<p>Ability to counsel and support staff</p>		
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BAND E SENIOR ENGINEERING TECHNICIAN (Senior Technician at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification	Client
	Essential	Desirable	(To be inserted)	Check (*)
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			

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<p>Competencies</p>	<p>Excellent verbal and written communication skills.</p> <p>Good IT skills, including ability to learn the use of service specific systems and software.</p> <p>Strong analytical, planning and organisational skills</p> <p>Able to adopt a flexible approach to workload priorities</p>			
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BAND F TECHNICAL ASSISTANT (Technician at LCC)

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification (To be inserted)	Client Check (*)
	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

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification	Client
	Essential	Desirable	(To be inserted)	Check (*)
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		

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<p>Competencies</p>	<p>Excellent communication and presentation skills, including report writing</p> <p>Able to analyse and collate information accurately and in an appropriate format in order to present conclusions and recommendations</p> <p>Demonstrates a flexible approach to meet changing demands</p> <p>Strong numerical and data analysis skills</p> <p>To be able to interpret policy and guidance in relation to the technical assessment of development proposals.</p>			
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BAND H TECHNICIAN TRAINEE /TECHNICAL ADMINISTRATOR Trainee

Name:				
Employer:				
Position/ Job Title:				
	Contract Requirements		Justification (To be inserted)	Client Check (*)
	Essential	Desirable		
Qualifications	<p>4 GCSE – minimum Grade C/ Grade 4 or equivalent in Mathematics, English, a Science subject, plus one other subject or an equivalent qualification</p> <p>or</p> <p>Possess the equivalent qualification to meet the entry requirements for the BTEC/ONC Civil Engineering Qualification course</p>			
Experience	<p>Experience in a technical environment such as:</p> <p>Technical drawing/draughting</p> <p>Construction work</p> <p>Problem identification and solving</p> <p>Using/ applying design standards</p> <p>Awareness of health and safety practices applicable in undertaking the role.</p> <p>Preparing reports</p>	<p>Awareness of health and safety legislation, including The Construction (Design and Management) Regulations 2015.</p>		

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<p>Competencies</p>	<p>Good numeracy and literacy</p> <p>Communication to a good standard, both verbal and written.</p> <p>Good standard of computer literacy</p> <p>Demonstrate an eye for detail/ design and interpreting drawings/ structures</p> <p>Self-motivated and able to work on own initiative or part of a team.</p>			
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