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| **Staff Band Change Justification** | | | |
| **Suppliers staff member information** | | | |
| **Name** | Click or tap here to enter text. | | |
| **Employer** | Click or tap here to enter text. | | |
| **Position/ Job Title** | Click or tap here to enter text. | | |
|  |  | | |
| **Charge Band (A – H)** | **Proposed** (for new & promoted staff) | **Existing** (for promoted staff only) | |
| Click or tap here to enter text. | Click or tap here to enter text. | |
| **Agreed Specialism** |  |  | |
| General Civil and Highway Activities | Click or tap here to enter text. | Click or tap here to enter text. | |
| Specialists | Click or tap here to enter text. | Click or tap here to enter text. | |
| **CV Attached (Y/N)** | **Yes** | **No** | |
| **IR35**  **(Lot 2 Secondments Only)** | **In** | | **Out of scope** |
| **Approval details** | | | |
| **MHA+ *Client* Manager** | Click or tap here to enter text. | | |
| **Signature** |  | | |
| **Date** | Click or tap to enter a date. | | |
| ***Supplier* Manager** | Click or tap here to enter text. | | |
| **Signature** |  | | |
| **Date** | Click or tap to enter a date. | | |

BAND A Technical manager (Head of service at LCC)

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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **Essential** | **Desirable** |
| **Qualifications** | Chartered Civil Engineer  or equivalent appropriate professional accreditation  or equivalent appropriate and demonstrable experience in civil engineering. | Management qualification. | Click or tap here to enter text. |  |
| **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 |  | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |

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| **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 |  | Click or tap here to enter text. |  |

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

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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **Essential** | **Desirable** |
| **Qualifications** | Chartered Civil Engineer or equivalent  or  equivalent demonstrable work experience in civil engineering | Management qualification. | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |
| **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 |  | Click or tap here to enter text. |  |

BAND C Senior Engineer (Senior Engineer at LCC)

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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **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. | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |
| 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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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **Essential** | **Desirable** |
| **Qualifications** | HNC in Civil Engineering  or  equivalent qualification | Working towards (or willing to work towards) I. Eng. or C.Eng. | Click or tap here to enter text. |  |
| **Experience** | Design and supervision of relevant schemes. | Appreciation of the interface with other disciplines  Contract preparation and supervision. | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |

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| **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 | Click or tap here to enter text. |  |

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

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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **Essential** | **Desirable** |
| **Qualifications** | BTEC Higher / NVQ level 4 in Civil Engineering or equivalent qualification  Evidence of continued learning and development |  | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |
| **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 |  | Click or tap here to enter text. |  |
| **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 |  | Click or tap here to enter text. |  |

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

|  |  |  |  |  |
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| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **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 |  | Click or tap here to enter text. |  |
| **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 |  | Click or tap here to enter text. |  |
| **Knowledge** | Knowledge of current highways legislation relevant to the service area | The Construction (Design and Management) Regulations 2015. | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |

BAND G GRADUATE TRAINEE

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| --- | --- | --- | --- | --- |
| **Name:** Click or tap here to enter text. | | | | |
| **Employer:** Click or tap here to enter text. | | | | |
| **Position/ Job Title:** Click or tap here to enter text. | | | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **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 | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |
| **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 | Click or tap here to enter text. |  |

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| **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. |  | Click or tap here to enter text. |  |

BAND H TECHNICIAN TRAINEE /TECHNICAL ADMINISTRATOR Trainee

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| --- | --- | --- | --- | --- |
| **Name:** Click or tap here to enter text. | |  | | |
| **Employer:** Click or tap here to enter text. | |  | | |
| **Position/ Job Title:** Click or tap here to enter text. | |  | | |
|  | **Contract Requirements** | | **Justification**  (To be inserted) | **Client**  **Check (û)** |
| **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 |  | Click or tap here to enter text. |  |
| **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. | Click or tap here to enter text. |  |
| **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. |  | Click or tap here to enter text. |  |

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