

# Lancashire County Council Combined Role Profile

## Grade Profile – Grade 6 – Support Roles

Applies to **all** posts at Grade 6

Purpose
To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.
Scope of Work
Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently.
Accountabilities/Responsibilities
<ul style="list-style-type: none"> <li>▪ The allocation of work to a small group or team; or</li> <li>▪ Accounting for expenditure from agreed budgets; or</li> <li>▪ Overseeing the administration of support systems and processes; or</li> <li>▪ Undertaking specialised service support activities; or</li> <li>▪ Providing service and situation specific guidance; or</li> <li>▪ Using specialised equipment.</li> </ul>
Skills, Knowledge and Experience
<ul style="list-style-type: none"> <li>▪ Extended experience or the ability to demonstrate the competence to undertake the role.</li> <li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.</li> <li>▪ Working knowledge of the practices, processes and procedures relevant to the role.</li> <li>▪ Developed skills appropriate to the job discipline.</li> </ul>
Performance Indicators
<ul style="list-style-type: none"> <li>▪ Completion of tasks to required standards, deadlines and timescales.</li> </ul>

# Lancashire County Council

## Operational Context Form

<b>Post Title:</b> Technical Support Officer (CAD)					
<b>Directorate:</b> Highways and Transport			<b>Location:</b>	Any of the Directorate's bases	
<b>Establishment or Team:</b>		Countywide Services - Lighting and Electrical (Street Lighting)		<b>Post Number:</b>	F275-0022
<b>Grade:</b>	Grade 6	<b>Staff Responsibility</b>	No	<b>Essential Car User:</b>	Yes
<p><b>Scope of Work – appropriate for this post:</b></p> <p>To provide technical support services, at a level commensurate with accountabilities and responsibilities set out in the grade profile, in any of the technical and professional service areas of Growth Environment and Transport, subject to meeting any relevant specific professional qualification requirements.</p> <p>Growth Environment and Transport, comprises the following services:</p> <ul style="list-style-type: none"> <li>Growth, Environment and Planning</li> <li>Highways and Transport</li> <li>Organisational Development and Change</li> <li>Waste Management</li> </ul>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p>Accountabilities/responsibilities to be at a level commensurate with the grade profile in any of the technical and professional service areas of Lancashire County Council.</p>					
<p><b>Additional Supporting Information – Specific to this post:</b></p> <p>Lancashire County Council operates a policy of generic roles and flexible working in any of its areas of functions. All duties will be commensurate with the grade profile.</p>					
<b>Prepared by:</b>	Phil Hewitson			<b>Date:</b>	18/09/2020

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

## **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

## **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a Level 2 qualification in literacy and/or numeracy if they do not have one already.

## Lancashire County Council

Person Specification		
Post Title: Technical Support Officer (D)	Grade: Grade 6	
Directorate: Highways and Transport	Post Number: F275-0022	
Establishment or Team: Street Lighting - Countywide Services		
Requirements	Essential (E) or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), or Other (give details)
Qualifications:		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.	E	AF
Educated to GCSE level or equivalent including English and maths	E	AF

Experience:		
Experience of working with relevant specialised systems, equipment and/or IT or be able to demonstrate the ability to carry out the role.	E	AF/I
Experience of using AutoCAD	E	AF/I
Working with Microsoft Office packages (Word, Excel, PowerPoint and Outlook).	E	AF/I

Knowledge and Skills:		
Working knowledge of the practices, processes and procedures relevant to the role.	D	AF/I
Developed skills appropriate to the job discipline.	E	AF/I
Ability to work as member of a team.	E	AF/I
The ability to work without close supervision.	E	AF/I
Working knowledge of street lighting management and design software.	D	AF/I

Other (including special requirements)		
1. Full Driving License	E	AF
2. Commitment to equality and diversity.	E	I
3. Commitment to health and safety.	E	I
4. Display the LCC values and behaviours at all times and actively promote them in others.	E	I

**This is an essential car user post** - You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.

**Date:** 18/09/2020

**Note:** We will always consider your references before confirming a job offer in writing.

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999).

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

### CONFIDENTIAL

Team/Establishment	<b>Street Lighting, Highways and Transport</b>
Post Title	<b>Technical Support Officer (CAD)</b>
Description of main activities the employee will be required to undertake:	<b>See Job Advert</b>
Form completed by:	<b>Phil Hewitson</b>

**A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders, scaffold towers, roofwork etc.</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress, or free flow of air may be restricted, or where there may be a build up of gases, vapours or fumes, or the use of breathing apparatus is required</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool, rotary handheld tool [not floor polishers], grinders, percussive hammers and drills etc.</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic, toxic, harmful, corrosive, sensitising by inhalation/skin contact, carcinogenic, mutagenic, toxic for reproduction, professional bio/pesticides, organophosphates, gluteraldehyde and latex gloves</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw uncooked food only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10	Occupational fieldwork or work in extreme conditions <i>(e.g. involving excessive heat or cold, or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO).**

**This section is for the information of applicants and does facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users <i>(e.g. at sensitive front line posts re abuse, aggression or assault)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring <i>(e.g. colour blindness)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV, Hepatitis B, Hepatitis C: <i>(e.g. site supervisors, site work, grounds or buildings maintenance, gardeners and some carers)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground, or other animals, or livestock <i>(e.g. risk of weils disease, other animal borne diseases, zoonoses)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Manual handling <i>(other than routine office/administration lifting and carrying e.g. assisting/moving service users with mobility problems, portering type activities)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users <i>(e.g. children with disabilities, the elderly, children/adults with learning difficulties, alcohol/drug abusers)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Work involving repetitive movements or force posture <i>(e.g. twisting, screwing, movements of the hands/wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user <i>(where more than one third of a person's time is spent using DSE continuously over any 1 month period)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Headteacher/Line Manager</b> <i>(please print)</i>		Ron Parker	
<b>Telephone Number:</b>	01772 538511	<b>Date:</b>	18/09/2020