

Job Role & Overview - Technical / Practical 8

Technical / Practical

The predominant focus of jobs in this group is the provision of practical services to a variety of clients or customers, who may be internal and/or external, or the provision of technical /specialist support to other parties, normally within the Council.

Knowledge & Experience

The knowledge and experience typically required to do the job can be acquired in a variety of ways, for example through on the job training, relevant experience, or a professional qualification in an appropriate discipline or equivalent such as SVQ level 4 or general degree, and experience of generally 4 years for full competence and familiarity with all aspects of the job.

Decision Making

Jobholders will work to existing procedures/policies with access to a supervisor for more difficult problems.

Typical Tasks & Responsibilities (The following description is not exhaustive)

- Significant physical effort, e.g. standing for lengthy periods
- Analysis of problems
- Provision of technical advice/guidance
- Supervision of employees on a regular but not ongoing basis
- Assessing basic needs
- Accuracy in use of equipment or tools
- Management of physical resources.
- Financial responsibilities such as monitoring budgets or management of expenditure
- Involvement in business planning

Duties

The attached overview sets out the typical demands for a Technical/Practical 8 post. In order for jobholders to be fully effective, it may mean that training and development is required. The overview does not set out specific duties for each jobholder. It sets out broad requirements which are used for grading using the Scottish Councils' Job evaluation scheme.

Jobholders will have specific duties and responsibilities, set out in job descriptions, and which will change as service needs develop and change.

Requirements

The information for each factor sets out the typical requirements of jobs in the Technical/Practical group at this level. The language comes from the Job Evaluation Scheme.

The factor levels show the predominant level for all jobs covered by the overview.

<i>Working Environment</i>	<i>Level 1</i>
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The job can involve working indoors or outdoors in the course of normal duties normally with shelter in adverse weather. It does involve exposure to unpleasant and mildly disagreeable conditions, substances and/or odours. Exposure to these conditions occurs for up to 40% of working time.

<i>Physical Co-ordination</i>	<i>Level 3</i>
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Physical co-ordination is needed predominantly to use a keyboard and/or a "mouse" when undertaking computing activities, computer programming, systems analysis or the use of computerised financial management systems, operation of CAD or GIS systems etc. This requires a considerable level of precision. Driving may be required to enable the jobholder to manage the workload.

<i>Physical Effort</i>	<i>Level 1</i>
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In the course of normal working the job requires limited physical effort such as standing and/or walking on a periodic basis of the working day.

<i>Mental Skills</i>	<i>Level 4</i>
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The jobholder is required to resolve problems or situations, generally by applying analytical and problem solving skills to the more difficult or challenging problems that arise. The jobholder will require mental skills for analysis of information or strategic planning. Problems or situations maybe resolved by applying recognised analytical techniques. The jobholder may be required to create and maintain a plan for activities for up to a year in advance. Alternatively, the jobholder may be required to develop strategies and carry out relatively complex planning activities for future implementation involving factors outside the Council's control.

<i>Concentration</i>	<i>Level 4</i>
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Focused mental or sensory attention is required for day to day tasks and duties of the job, e.g. complex maths calculations. Short periods of focused attention of up to 1 hour at a time, are typically required to be sustained by the jobholder on a day to day basis. Interruptions typically create the most pressure for the jobholder day to day. Interruptions are unavoidable.

<i>Communication Skills</i>	<i>Level 4</i>
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The jobholder's communications in the course of normal working can be spoken or written and the most demanding type is advising, guiding or persuading, in order to advise others. This is to encourage the adoption of a particular course of action.

<i>Dealing with Relationships</i>	<i>Level 1</i>
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The jobholder does not generally come into contact with people who are disadvantaged, abusive, threatening or otherwise demanding in the course of normal working.

<i>Responsibility for Employees</i>	<i>Level 2</i>
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The jobholder has a responsibility for the work of employees through allocating work and checking results on a daily basis. Jobholder is not involved of personnel practices.

<i>Responsibility for Services to Others</i>	<i>Level 4</i>
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The jobholder undertakes tasks or processes which contribute to the internal/external services provided by the Council. This is predominantly through assessing service requirements or client/customer needs.. He/she assesses needs or service requirements and generally contributes directly to assessment of complex needs and monitoring service quality and delivery. The jobholder may enforce regulations or Council policy where necessary.

<i>Responsibility for Financial Resources</i>	<i>Level 3</i>
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The jobholder has responsibility for financial resources which is predominantly budgetary, including compiling, estimating, authorising and monitoring, expenditure from agreed budgets. The budgets can be large to very large. The jobholder may have input to the budget setting process e.g. provision and analysis of information.

<i>Responsibility for Physical and Information Resources</i>	<i>Level 4</i>
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The jobholder's primary responsibility for physical resources can vary, but typically can include manual and/or computerised data or Information, organising and maintaining filing and/or record systems (i.e. operational determination of the structure; ensuring the integrity of the data, appropriate security, access and housekeeping;) for Service use.

The jobholder may also have responsibility for other resources such as managing the deployment of a range of plant, tools and equipment and other physical resources.

<i>Initiative and Independence</i>	<i>Level 3</i>
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The jobholder is required to exercise initiative in the course of normal working. He/she normally works by following established procedures/policies, and is expected to deal

with predictable problems. Advice and guidance is generally available as and when required.

<i>Knowledge</i>	<i>Level 5</i>
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The jobholder requires predominantly practical or technical knowledge to do the job. This knowledge is normally acquired through a professional qualification and experience. A general degree or equivalent qualification is typically required, for example, SVQ 4 or HND. This job could not be undertaken by a jobholder without a degree or equivalent. Relevant working experience of three to five years is required to become fully competent and familiar with all aspects of the job.