



# Roads Officer

**£30,313.27 - £34,091.03**



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## Recruitment Process and Key Dates

Apply online at [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date is 30<sup>th</sup> May 2022

You will be notified by email at each stage of the process.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council.

**If successful detailed statements of particulars will be provided to you once all satisfactory pre-employments have been received.**

## **About Clackmannanshire Council**

### **Welcome to Clackmannanshire**

#### **Clackmannanshire is Scotland in miniature.**

Situated between the striking Ochil Hills and the River Forth, boasting both busy towns and peaceful countryside, Clackmannanshire is recognised for its outstanding natural environment and strong sense of community. The 'Wee County' is a natural unit of local government whose history can be traced back for more than 600 years.

Clackmannanshire has emerged in recent years as an area for modern business development and growth, benefiting as it does from an expanding business base and a skilled and qualified workforce. Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of the major towns and cities of central Scotland.

Some 2.5 million people, half the population of Scotland, live within an hour's drive of Clackmannanshire. The population of Clackmannanshire is just over 51,000.

Our Council area may be small, but it offers great retail, leisure and entertainment. Tillicoultry boasts some of Scotland's best shopping at Sterling Warehouse, Britain's largest furniture retail centre, and Sterling Mills, which is packed with brand name outlets. For those who prefer something a little more sedate, the nearby MacRobert Theatre at Stirling University stages a wide range of productions throughout the year. The area also boasts six golf courses and a dry ski slope.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth.

Clackmannanshire has eighteen primary schools and three modern academies which opened in 2009, supported by Forth Valley College campus and the nearby University of Stirling.

The priorities for the area are set out in the Local Outcomes Improvement Plan, which is founded on the Community Plan, Working Together for Clackmannanshire.

### **The Council**

Clackmannanshire Council has 18 councillors in 5 multi-member wards. Three political parties and an independent are represented on the Council.

## **Key Links**

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

[Demographic Information](#)

[Best Value Assurance Report](#)

**Further information and documents are available on our website:**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

## **How to Apply**

Applications should be completed using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by the closing date stated.

Late applications will not be considered.

We will contact you using the email address you have provided through your online application.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

We look forward to hearing from you.

## The Corporate Plan 2018-22

# THE CORPORATE PLAN 2018-22, Be the FUTURE - OVERVIEW

<b>Our Vision</b>	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
<b>Our Outcomes</b>	<ul style="list-style-type: none"> <li>● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all.</li> <li>● Our communities will be resilient and empowered so that they can thrive and flourish.</li> <li>● Our families, children and young people will have the best possible start in life.</li> <li>● Women and girls will be confident and aspirational, and achieve their full potential.</li> </ul>	
<b>Our Priorities</b>	<b>Inclusive Growth, Jobs &amp; Employability</b>	<b>Reducing Child Poverty</b>
	<b>Raising Attainment</b>	<b>Sustainable Health &amp; Social Care</b>
	<b>Empower Families &amp; Communities</b>	<b>Organisational Transformation</b>
<b>Our Values</b>	<b>Be the CUSTOMER</b>	Listen to our customers, communicate honestly and with respect and integrity.
	<b>Be the TEAM</b>	Respect each other and work collectively for the common good.
	<b>Be the LEADER</b>	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	<b>Be the COLLABORATOR</b>	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	<b>Be the INNOVATOR</b>	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	<b>Be the FUTURE</b>	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

## Recruitment Charter

Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document..

Our recruitment Process

- You will receive an instant automated email acknowledging your on-line application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within 2 weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of 1 week's notice will be given.
- If you have indicated you have a disability and meet all the essential criteria as outlined in the person specification and tick the 'guaranteed interview' box on the application form, you will be invited to interview
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.
- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important

that you complete the application form as fully and as accurately as possible. (On occasion applicants do not give enough relevant information about themselves and their experience).

- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position.
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within 2 weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / e-mail to the address below.

**Contact: HR Services  
Kilncraigs, Greenside Street  
Alloa  
FK10 1EB**

**e-mail: [humanresources@clacks.gov.uk](mailto:humanresources@clacks.gov.uk)**





## Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

### Section A

Post Title: Roads Officer, Roads and Transportation

Initial Location: Kilncraigs

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Roads and Street Lighting Team Leader

Service: Roads

Date last updated: 13/01/2022

Date if superseded:

### Grading Section

Eval Ref: A4581

Post Number: S5b

Grade: 7

## Section B

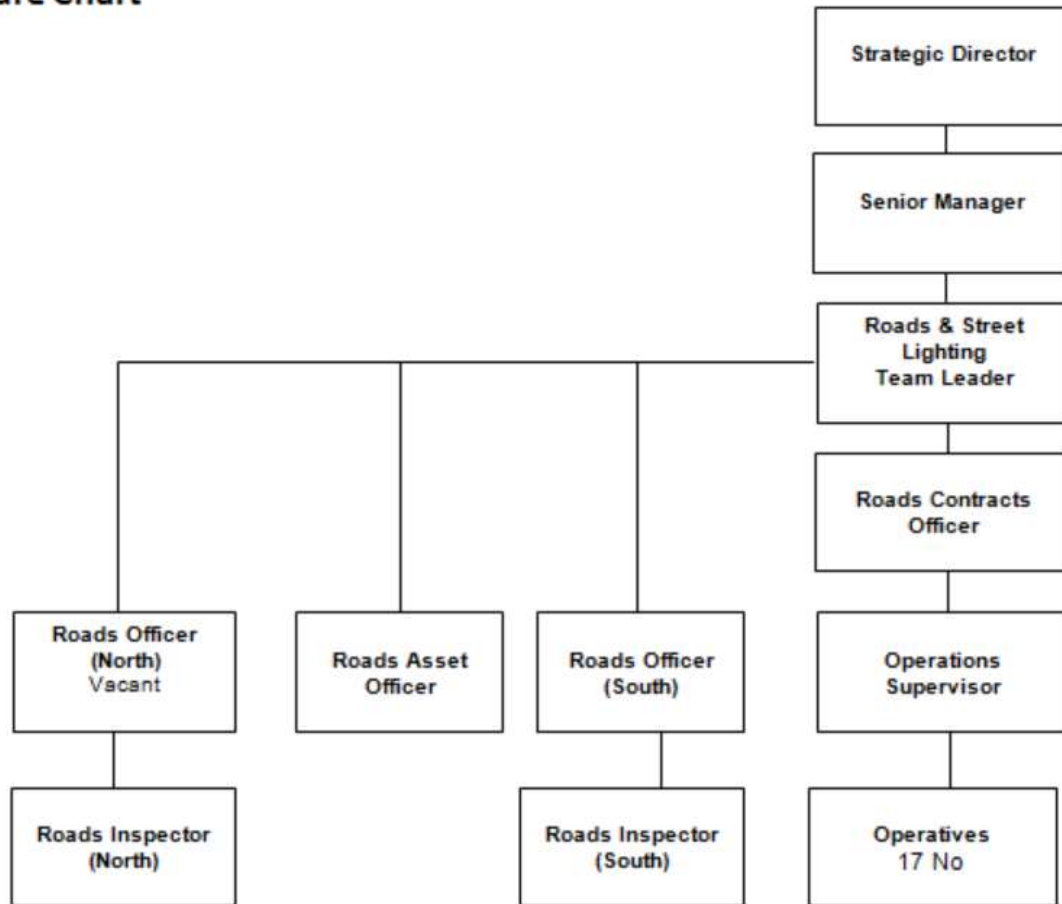
### ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

#### Environment Services (Place)

#### Structure Chart

#### Roads



## Section C

### PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities/accountabilities of the job.

- To supervise, control and monitor operations within or affecting the public road.
- To maintain the quality and standards in the maintenance of the roads and related infrastructure.
- To carry out periodic surveys to assist in maintaining the safety of the public using Clackmannanshire's roads and structures network.
- To act as a Duty supervisor or Officer in the provision of the councils Winter service.
- To work without supervision and make decisions related to service provision.

## Section D

### MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- The supervision and monitoring of a variety of complex operations within the public road to ensure

compliance with relevant standards, guidelines, and legislation.

- To supervise and instruct Roads Inspectors and other Roads & Transportation staff in the use of asset management and financial costing systems.
- Co-ordinate the Roads asset management system and street lighting asset management Systems and ensure compliance with the relevant performance indicators.
- Support the Principal Roads Project Engineer in the preparation of contract documentation for tender and framework contracts mainly following NEC 3 conditions of contract but also any similar conditions of contract necessary for procurement contracts for Roads & Transportation Services.
- Ensure compliance with the Council's 'Procurement Journey' and that each tender and contract procedure is carried out on programme and to report to the Principal Roads Project Engineer any deviation from national procurement rules or from the Council's Standing Orders.
- Responsible for co-ordinating purchasing contracts involving Scotland Excel including liaison with Scotland Excel regarding the development of new and improved contracts.
- Responsible for the co-ordination of all works instructions, purchase orders, delivery notes and timesheets for Roads DLO operations and input and analysis of this information through the MISC costing system.
- Represent the Place Service and play a lead role in the development of a costing system to replace MISC that will be compatible with, or based on, the Council's TechOne system. The post holder will act as the lead officer in Place for the operation and development of TechOne and MISC.
- Analyse the Scottish Road Works Register (SRWR) and programme and monitor defect inspections and planned inspections to ensure compliance with the current standards and specifications and the New Roads and Street Works Act 1991.
- Issue and ensure compliance with a diverse range of road permits, to ensure that the structural integrity, traffic management and public safety on the road are not compromised.
- Support the team leaders in the review of the Roads & Transportation Health & Safety Guidance.
- Develop and monitor Health & Safety training for office based staff.
- To be the Council's Duty Supervisor/Officer, implementing the Winter Service Policy, making judgements and decisions on site and instructing staff.
- Provide a stand-by service for the resolution of any emergency situations such as road traffic accidents, flooding, landslips, etc., by making decisions and instructing a complex variety of actions on site, often involving the emergency services.
- Investigate and resolve public complaints and enquiries.
- Investigate and take action regarding infringements of legislation governing use of the public road, such as Roads (Scotland) Act 1984, New Roads and Street Works Act 1991

- Responsibility for maximising the income generated from chargeable services carried out by Roads & Transportation.
- Prepare and issue work instructions to internal and external contractors in line with the agreed works programme.
- To assist the Bridges Engineer in the implementation and supervision of planned and emergency bridge works and to record their condition using the standard CSS Bridge Inspection Reporting System.
- To carry out work in partnership with other Roads Authorities and commissioned consultants as required.
- To be aware of their terms of employment and comply fully with them.
- To participate in the Winter Service & Summer stand-by rotas provided by Roads and Transportation Services, including working outside normal working hours.

## Section E

### KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

#### Essential:

<b>Criteria</b>		<b>Means of Assessment</b> e.g. Application, Interview, Reference, Certificate
1.	A formal civil engineering qualification (Degree, HND, HNC) or equivalent, or relevant compensatory experience	Application Certificate
2.	A knowledge and understanding of Civil Engineering, Conditions of Contract, Method of Measurements, Specifications and Legislation associated with roads	Application Interview
3.	A detailed knowledge and understanding of Civil Engineering construction methods used in road maintenance.	Application Interview
4.	An ability to work with complex, multi-disciplinary issues.	Application Interview
5.	Current full driving licence and access to a vehicle	Application Licence
6.	Familiarity with the Symology system for monitoring activity within the road	Application Interview
7.	Excellent communication skills	Interview
8.	An ability to establish and maintain good working relationships and negotiate with the public, contractors and Public Utilities	Application Interview

Desirable:

<b>Criteria</b>		<b>Means of Assessment</b> e.g. Application, Interview, Reference, Certificate
1.	SVQ Highway Maintenance Supervision.	Application Interview
2.	HAUC accreditation for monitoring Statutory Undertakers works within the public road	Application Interview
3.	Computer literate and familiarity with current software	Application Interview
4.	Experience of Winter Maintenance Emergency procedures	Application Interview
5.	Experience of general bridge inspection and reporting systems	Application Interview
6.	Experience of supervision of contractors on roads and bridges contract works	Application Interview
7.	Knowledge of, and experience in, the collection and analysis of data from the Scottish Road Maintenance Condition Survey (SRMCS)	Application Interview

**Section F**

**WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The job predominantly involves working indoors and includes travelling between different locations or premises in the course of normal duties with exposure to disagreeable or mildly hazardous conditions, substances and/or odours e.g. fumes, dust, chemicals e.g. The post holder will be required to wear protective clothing such as a hard hat or face mask.

To participate in Winter Service provision, within and outside working hours, as required. (Winter 24h stand-by Duty Officer rota)

To participate in out-of-hours working throughout the year as required by the Service. (Summer 24h stand-by rota)

**Section G**

**PHYSICAL CO-ORDINATION**

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

This work is predominantly sedentary and involves sitting at a desk, however site visits will be needed. Manual Handling tasks will also be part of the post. They will have the ability to use current relevant software and be able to collate and present data appropriately from different sources

This job also requires the ability to be mobile throughout the council area, as such a car driving licence is required.

The jobholder also needs to be able to drive

## Section H

### MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

In the course of normal working, 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 judgement to resolve generally similar problems, i.e the jobholder is required to interpret information and use these skills to decide which course of action to follow to find a solution for similar problems. The nature, scope or cause of some of these problems will not normally be apparent, and will require the jobholder to appraise the situation before attempting to deal with it. This will involve a variety of problems or situations. The job requires the development of plans for future actions, activities or events, i.e. the need to look ahead to determine the necessary series of activities/actions to ensure that required outcomes are achieved to timescale, standard, budget etc. more than 3 months ahead. The jobholder creates and maintains a plan for activities up to a year in advance.

## Section I

### CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

Focused attention will be required for certain jobs, including working in live traffic situations to set out works. Health & Safety conditions will need to be adhered to working near heavy plant to carry out some duties. Nightshift working for winter maintenance purposes will be required.

Driving and working in adverse weather conditions will be necessary.

## Section J.

**COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS** This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

- The job requires an interface with the public. On occasions they may be abusive, threatening or otherwise demanding, which the post holder is expected to deal with.
- The post holder requires to have appropriate communications skills in order to deal with the contacts listed below. They also need to be able to give and receive instructions.

They will come in to contact with clients both internal and external to the council these contacts can take the form of but not limited to:-

**Internal:** Traffic & Transportation and Roads & Street Lighting Team Members, Officers from other Services, Elected Members, Contract Units

**External:** Members of the public, Officers from other Authorities, Housing and other Developers, Public Utilities and contractors, SEPA, Rail Authorities, Police and Emergency Services

## Section K

### PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Postholder will be responsible for safety of any Council vehicle they are operating and must report any defects or damage to the Fleet Department. The post holder will be responsible for a computer and phone. Post holder will be responsible for keeping in good order any PPE supplied by Clackmannanshire Council.

Responsible for monitoring and reporting on relevant budgets

## **Section L**

### **INITIATIVE AND INDEPENDENCE**

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The jobholder is required to exercise initiative in the course of normal working. He/she normally works by following established procedures, He/she would normally refer the more serious unanticipated problems to a supervisor or manager, for example, those problems which may have wider implications in a policy or functional context. In the course of normal working, the jobholder has scope to exercise discretion over a limited range of activities, for example, activities found within a single team/unit. Guidance is available as and when required i.e. the jobholder generally works autonomously and will decide when to seek advice or guidance. and the jobholder would be expected to consult his/her manager for advice. The jobholder contributes to the development of strategy on an on-going basis, (i.e. on a regular basis as a member of a project team/working party/departmental management etc.). The post holder must have the ability to:

- Work without supervision on routine tasks.
- To manage their allocated workload and work to sometimes tight timescales.
- To discuss and forward plan with Operations Supervisor or Contracts Officer
- Although the post holder will be accountable to the Roads and Street Lighting Team Leader, they will be expected to make decisions on varied and often complex matters on a regular basis.
- An ability to work under pressure to meet defined Service Standards with the minimum of supervision is also required.

## **Section M**

### **EQUAL OPPORTUNITIES**

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

## **Section N**

### **HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore

conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.