

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION	
Job Title:	Highway Records Searches Assistant
Office:	Highways Maintenance Service
Directorate:	Place & Sustainability
Reports to:	Highway Records Manager
Grade:	Scale 4
Location:	Highways Depot, Stanton Way, Huntingdon
Hours:	37 hours per week
ERP Position Number:	333003671
<p>The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.</p> <p>EDUCATION, SKILLS AND QUALIFICATIONS</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• 5 GCSEs at Grade C or above• NVQ level 2 or equivalent, including secretarial qualifications. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent in Local Property Searches.• Bachelor's degree; HNC; HND NVQ level 4 or equivalent in Local Property Searches, or in relevant subject; including professional qualification	

ESSENTIAL

Knowledge	
Service Knowledge	An understanding of the purpose and working of the Highways Maintenance Service
Legislation	Good knowledge of the structure and organisation within the business area at local and national level
Skills	
IT	Good level of IT knowledge and skills
Planning & organising	Ability to plan and organise and to ensure that deadlines and agreed quality, time and cost targets are met
	An ability to read and interpret paper and computerised maps
Team work	Ability to work as part of a team
Initiative	Ability to work on own initiative and to ensure that service objectives are achieved
	Able to consistently give good attention to detail
Prioritisation	Ability to prioritise workload
	Ability to work under pressure and meet tight timeframes
Intellect	Logical reasoning with an ability to identify and to work with others to resolve issues effectively
Interpersonal skills	Good interpersonal skills
	Sound diplomacy skills
	Ability to remain calm when under pressure
	Ability to provide clear information about service area of role when requested
IT	Demonstrable ability to use IT systems
Flexibility	Ability to adapt and willingness to get involved in a variety of activities
	Flexibility to work from home or other CCC locations

Development	Commitment to continuous service development
	Commitment to ongoing personal and role Development
	Ability to work in a safe manner
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role
Experience	
Delivery	Demonstrable track record of successful working in a related service delivery role
	Knowledge and experience of delivering services in line with an agreed Service Plan and Service Level Agreements
Project management	Experience of contributing to projects to required quality, time and cost targets.
Enquiries and Complaints	Experience of dealing with and responding to customer enquiries and complaints

DESIRABLE

Service Knowledge	Knowledge and demonstrable experience of working in a service directly related to Highways, Transportation or Waste services or records
Legislation	Knowledge and understanding of the Local Land Charges Act 1975, Town and Country Planning Act 1990 and The Highways Act 1980
IT	Knowledge of Geographic Information Systems (GIS)
Communication & Delivery	Knowledge and experience of effective partnership working
	Knowledge and experience of working with elected members, senior officers, and parish/district councils

Flexibility	Ability to travel around the county to areas where public transport may be limited
Mapping	Ability interpret and edit GIS mapping
Documents	Ability to interpret legal documents and various other sources of information
	Able to investigate and assess a range of documents in order to provide accurate responses to queries.
Flexibility	Flexibility to work outside normal office hours