

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Apprentice NRSWA Technician

Place and Economy Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

The Highways and transport team is to provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe network that operates efficiently and effectively, providing strategic direction for the future development of highway assets.

The Purpose of the role is to support the permitting administration team, with the ever increased number of permits coming through this role will help deliver a service on all road works.

## **Accountable to:**

This role is accountable to the New Roads and Streetworks Improvement officer and senior New roads and Streetworks technician.

## **Responsibilities:**

1. As part of the team, the role will include supporting the Teams inbox
2. Receive permit requests for works from works promoters for early starts/extensions
3. To Investigate requests for early starts/extensions using Office 365 and internal IT systems, this will be including granting or refusing permits from utilities to work in West Northamptonshire Road network.
4. Receive and consider request from works promoters (Utilities) for the use of temporary traffic control using Internal IT systems. This will maintain the network is safe and we maintain the flow of traffic.
5. To assist with the co-ordination of all road works across the authorities network
6. Maintaining and issuing of road works report to all key stakeholders, including Police, Fire, Ambulance and Media etc.
7. To maintain a close relationship with NRSWA Inspectors to manage occupation of the network and keep them informed of what is occurring in their area so that the highway authorities have a full understanding of what road works are currently on site.
8. Where required, the technician will need to raise invoices for inspections, defects, Fix penalty notices and Section 74 fines.
9. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
GCSE In Maths and English	Essential	A,D
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365	Essential	A,T,I

Knowledge:	Essential / Desirable	Measured by
Knowledge in Microsoft Office, including word/Excel	Essential	A, T, I,
Knowledge in Highways	Desirable	

Relevant experience:	Essential / Desirable	Measured by
Any experience in highways	Desirable	A, D
Experience with computers and administration	Desirable	A,T,I

Education, training and work qualifications:	Essential / Desirable	Measured by
NRSWA Superior certificate	Desirable	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	[37]	<b>Primary work base:</b>	[Angel Square]
<b>Job family band:</b>	[Band 4]	<b>Worker type:</b>	Part-flexible Fixed
<b>Salary range:</b>	[£28,016 - £29,513 (70% pro rata)]	<b>Budget responsibility:</b>	[No]
<b>People management responsibility:</b>	[No]		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

