

## City of Wolverhampton Council

### Job Description

<b>Job title:</b>	Technician
<b>Directorate:</b>	Economy
<b>Service:</b>	Regeneration
<b>Location:</b>	Any suitable location within the City of Wolverhampton
<b>Workstyle:</b>	Flexible
<b>Responsible To:</b>	City Planning Systems Manager/ Head of City Planning
<b>Grade:</b>	Grade 4

#### **Job Purpose and Role**

1. Under the general direction of the Head of City Planning and the City Planning Systems Manager to efficiently and effectively discharge the duties and tasks assigned to the Service.
2. To provide support and assistance to officers of the division to enable the efficient and effective discharge of the duties and tasks.
3. Under the general direction of the Head of City Planning and the City Planning Systems Manager to participate as required in the delivery of the Council's corporate objectives through divisional, group and corporate activities.

#### **Principal Duties and Responsibilities**

1. Under the general direction of the Head of City Planning and the City Planning Systems Manager to provide efficient, high quality technical support and advice for the delivery of the Building Control and Historic Environment services to customers.
2. Under the general direction of the Head of City Planning and the City Planning Systems Manager to manage, monitor and review the technical elements required for the Historic Environment service and the processing of building regulation applications.
3. To liaise with other sections within the Council, and outside bodies (including English Heritage) where appropriate, in respect of common links relating to Building Control and Historic Environment technical needs and impact.
4. To develop and maintain an expertise in all current and future technical support requirements on behalf of Building Control and Historic Environment in all current and future Regeneration information systems.

5. To support staff within the section, as required, on the technical support processes used by Building Control and Historic Environment, including assisting with site surveys, analyzing survey results and presenting findings in graphic format, monitoring and updating the website and databases, preparing graphics for consultations, reports and legal documents, and contributing to the production of guidance for customers.
6. To undertake all technical elements required for the processing of building regulation applications, ensuring that all technical support requirements are accurately provided to a high quality standard.
7. To keep abreast of current legislation and guidance on historic environment matters and to provide advice to customers on general queries relating to historic environment planning matters.
8. To contribute to systems analysis.
9. To act in accordance with the Council's Constitution and other Codes of Conduct.
10. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
11. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
12. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
13. To participate in the wider development of the service and contribute to service improvement as required.
14. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after”.

Effective date

Signature of postholder

## City of Wolverhampton Council

### Person Specification

**Job title:** Technician

Factors	Essential	Desirable	How Identified
<b>Qualifications</b>	<p>Possession of, or the ability to attain, the level of qualification required in order to enable the postholder to discharge the range of duties assigned to the post</p> <p>GCSE's grades A-C in Maths and English</p> <p>NVQ Level 2 in Customer Service and/or equivalent relevant experience</p>	<p>Possession and maintenance of the level and range of qualifications required to fully discharge the duties and responsibilities of the post</p> <p>A recognised level of achievement in computers, e.g. ECDL</p> <p>A BTEC/SQA National or Higher National Certificate or equivalent in a relevant subject</p>	<p>Application form</p> <p>Interview</p> <p>Certificates</p>
<b>Training</b>	<p>Willingness to undertake further appropriate training as necessary</p>	<p>Evidence of attendance at courses relevant to the duties and responsibilities of the post and division</p>	<p>Application form</p> <p>Interview</p>
<b>Experience</b>	<p>Experience of managing, monitoring and/or utilising computer systems. e.g. Word, Excel, Access and Outlook</p>	<p>Relevant experience including the specific corporate, service and technological requirements of the post</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

<p style="text-align: center;"><b>Special Knowledge/Skills</b></p>	<p>Possession of the skills and ability to manage and develop the Division's IT operations and functions.</p> <p>A good standard of written and oral communication skills.</p> <p>Good organisational skills</p> <p>Attention to detail and accuracy</p> <p>Able to manage workload appropriately over competing priorities.</p>	<p>Knowledge of Prosperity's operational and technological information systems, policies and procedures.</p> <p>Ability to think innovatively and successfully supply solutions to a range of issues and problems</p> <p>Ability to read and interpret technical drawings</p> <p>Ability to undertake site surveys</p> <p>Ability to collate information from surveys in tables / spreadsheets and present results in graphic form</p> <p>Knowledge of CAPS or an equivalent package and/or AutoCAD (or equivalent) or a graphics software package</p>	<p>Application form Interview</p>
<p style="text-align: center;"><b>Personal Qualities</b></p>	<p>Good interpersonal skills</p> <p>Flexible, professional approach to the duties of the post.</p> <p>Ability to work on own initiative and as a part of a team.</p>		<p>Application form Interview</p>

<p><b>Interest and Motivation Relevant to the Job</b></p>	<p>Flexible approach.</p>	<p>Development of existing and acquisition of new skills.</p> <p>The desire to ensure good service delivery by undertaking a broad range of duties in a multi-disciplinary environment</p> <p>Interest in the built environment and/or the historic environment</p>	<p>Application form Interview</p>
<p><b>Commitment</b></p>	<p>A positive approach to the work of the post and division.</p> <p>Support the Council's corporate commitments including equalities, crime reduction, community safety and customer care.</p>	<p>Commitment to improve standards of environmental and consumer protection within the City and the e-Government agenda</p>	<p>Interview</p>