

Kent County Council  
Job Description: *Technical Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Public Protection/Kent Scientific Services</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>Calibration Section Manager</b>

**Purpose of the Job:**

To provide an efficient service to customers through the testing, certifying and maintenance of weighing and measuring equipment by following documented procedures accredited to EN ISO17025

**Main duties and responsibilities:**

1. Produce metrological results by undertaking routine accuracy tests on a variety of metrological equipment, cleaning, adjusting and repairing as required, producing results to be incorporated into client reports and signing certificates where authorized.
2. Visit clients' premises using KSS vehicles to undertake tests to their particular requirements, and collect and deliver work, deputising for KSS Driver when required, Provide some weekend driving cover on Sundays. This would be on one weekend a month.
3. Ensure work and movement of test items, physically and by mechanical means, is undertaken in a safe manner by following safety guidelines within each documented procedure to prevent harming yourself or others
4. Follow documented procedures diligently and accurately record information in order to provide quality assured results
5. Provide support to other members of staff by keeping work areas clean, tidy and organised to ensure effective use of everyone's time, maintaining and updating all records involved in the section's operation
6. Assist other members of staff in their tasks when required to ensure work is completed in an efficient manner
7. Understand, record and communicate client requirements through direct and electronic conversation
8. Aid senior staff in the completion of more difficult/advanced metrological tests
9. Undertake other fee earning work and projects as directed

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Technical Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE A*- C or equivalent including maths and a science subject</li> <li>A level or equivalent in maths, physics or another numeracy based subject</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience of working in a laboratory, engineering or similar establishment</li> <li>Experience in working in a customer focused environment</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>A careful, dextrous and meticulous approach to work</li> <li>Able to physically move and manipulate heavy items</li> <li>Capable of driving and towing a trailer</li> <li>Capable of operating a fork lift</li> <li>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of mathematical and science concepts relating to metrological testing</li> <li>Knowledge of common computer programmes</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>