

Directorate: Growth, Environment & Transport

Unit/Section: Highway Operations Team

Grade: KR6

Responsible to: Senior Highway Manager

Purpose of the Job:

To assist with the support of all administrative duties within the Streetworks and Highway Operations Team to deliver efficient and effective customer-focused services.

Assist Highway Managers and the Streetworks Managers by providing general administrative support.

To support the Senior Highway Managers, carry out daily tasks and supporting the delivery of Team Management.

Main duties and responsibilities:

- Managing phone calls, diary management, and arrangement of meetings for the management team and Senior Highway Managers.
- Providing support to managers in responding to external letters and communications ensuring adherence to KCC customer service standards. Management of team leave calendars and generic mailbox.
- Administration of vegetation enforcement notices for the Kent Highways team.
- Project support including research, report compilation and media work.
- Monitoring of highways systems dashboards (WAMS) including logging of enquires for managers. Produce reports from WAMS when required.
- Preparation of Deep Dive data in consultation with Senior Highway Managers.
- Preparation of Joint Transportation Reports for all Highway Managers.
- Ordering of uniform, equipment, and management of purchase orders for all sundry items for the team.
- Minute taking for management meetings on a rota basis with other TSOs.
- Preparation of technical data for presentations and meetings.
- Work as part of a delivery team to facilitate seminars and training sessions.
- Carry out duties within the Streetworks Team, Enforcement team and Priority response team to assist with demands in the service.

Kent County Council

Person Specification: *Technical Support Officer (TSO)*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE or equivalent level, including passes at C grade or higher in Maths and English• City & Guilds accreditation in relevant subject or ONC/BTEC or equivalent
EXPERIENCE	<ul style="list-style-type: none">• Proven relevant technical experience of working in a local government or highways environment• Experience of working in a customer-oriented environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Computer literate. Able to use MS Office and other typical general office packages• Able to demonstrate attention to detail• Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders• Demonstrable skills in managing information and communicating with others• Good teamwork skills
COMPETENCIES	<p>People and Partnerships</p> <p>Good communication (ask questions, listen, act and feedback)</p> <p>Good customer care (be customer focused, approachable to partners, public and staff)</p> <p>Teamwork and cooperation (with partners, colleagues to achieve common goals)</p> <p>Outcomes and Delivery Have a 'can-do' approach (be clear, share knowledge, look for opportunities, prioritise and deliver)</p> <p>Character and Courage Self-confidence (be strong, courageous and have self-belief)</p>

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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