

# Job description

Job title: Technical Assistant  
Grade: Dorset Grade 4  
Job evaluation reference: NE323  
Job family: Natural Environment

## Purpose and impact

1. To support the delivery of an agreed programme of countryside and site management work within the designated area and role.

## Key responsibilities

2. To assist, in service delivery and contribute to the development of the wider team and service as required by the Manager.
3. Supporting the area team in the day to day management of appropriate sites and green infrastructure to a high standard.
4. Undertaking routine grounds maintenance, site management and arboricultural works as directed.
5. Ensuring correct operation and maintenance of allocated vehicles, equipment and other resources.
6. Day to day and personal administration.
7. Attending training courses to ensure appropriate levels of skill and knowledge.
8. Communicating with customers, stakeholders and the general public as required.
9. Occasional supervision of volunteers, people on work experience placements and those on educational placements.
10. Assisting in the completion of Health & Safety Risk Assessments.
11. Representing the service and promoting its work and being an advocate for Dorset County Council and its partners.
12. Any other appropriate duties commensurate to the grading of this post as specified by the Manager.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

13. Reporting to: Appropriate manager as specified in the context statement
14. Responsibility for:
  - i) Occasionally directing or supervising volunteers, work placements and trainees.
  - ii) Ensuring all risk assessment and other Health and Safety requirements are met.

## Other factors

15. Occasionally directing or supervising volunteers, work placements and trainees.
16. Ensuring all risk assessments and other Health and Safety requirements are met.
17. Vehicles, equipment and tools.
18. Protective clothing/equipment.
19. Off road driving with and towing trailers.



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20. Practical countryside work, including hazardous operations involving powered equipment (such as chainsaws), pesticides and chemicals.
21. Working on highways including high speed roads.
22. Primarily a manual post with outdoor working throughout the year in all weathers.
23. Possible exposure to a number of biohazards including Weil's and Lyme's disease.
24. To be responsible for the outcome of relationships with a wide range of internal and external contacts, including other service providers, ensuring the effective delivery/provision of the service.
25. Flexible working hours, including late and early working.
26. Frontline service delivery, sometimes resolving disputes and operating in hostile situations.
27. A level of responsibility for the initiation, development and delivery of projects and designated responsibilities.

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. A BTEC or equivalent in relevant area i.e. National Certificate, National Diploma or minimum of NVQ Level 2 in Environmental Conservation
2. 4 GCSE's
3. First Aid at Work certificate.
4. NPTC or Lantra qualification in brushcutting, pesticide use, chainsaw use.
<b>Experience</b>
5. Relevant practical experience with a countryside management or other relevant organisation either in a voluntary or paid capacity.
6. Experience in assessing and eliminating/minimising risk.
<b>Skills, abilities &amp; knowledge</b>
7. A good working knowledge of the natural environment and relevant issues.
8. An understanding of the application of health and safety and/or other regulations within construction and/or area of responsibility.
9. Able to work within a team environment.
10. Able to follow procedures.
11. To be able to carry out vegetation clearance using machinery and hand tools
12. Effective communication skills i.e. an ability to communicate with members of the public, landowners, farmers, local community groups, volunteers, partner organisations and colleagues
13. The ability to supervise and instruct Apprentices, volunteer work parties, volunteers and work experience students
14. To maintain high standards in project delivery and day to day work
<b>Behaviours</b>
15. <a href="#">Respect</a>
16. <a href="#">Responsibility</a>
17. <a href="#">Recognition</a>
18. <a href="#">One Team: Collaboration</a>
<b>Other</b>
19. Able to fulfil the travel requirements of the post.
20. To be motivated, enthusiastic and adaptable.
21. To be able to work outdoors in all weathers.
22. Ability to deal with potential situations of conflict.
23. Ability to work as part of a team and on their own using their own initiative.
24. Required to demonstrate the following behaviours



## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Experience</b>	
25. Experience in using a brush cutter, chainsaw and other power tools	
26. Experience of off-road driving.	
27. Lone working experience.	
<b>Other</b>	
28. Full driving licence.	

<b>Approval</b>			
Manager	Pay & Reward	Date	January 2015

