



**Highways Operations Technician**  
**Places Directorate**  
**Permanent, full time (37 hours per week)**  
**Scale 4, Salary £18,870- £20,541**

**Who we are...** Rutland County Council is the smallest Unitary Authority in England, but just because we are a small team does not mean we cannot make a big difference, *multum-in parvo* is our motto! Rutland offers fantastic opportunities to make a real difference to the lives of residents in our local community – we really are one of the best places to live, learn, work, play and visit. This is your chance to become part of an amazing team, delivering great services throughout the county.

**Who you are...** An enthusiastic and motivated person preferably with some experience of highways maintenance. You will understand how important it is that the County's roads are maintained in a safe and serviceable condition and the technical and administrative support that is needed to ensure this happens. Systematic, methodical and disciplined in your approach, keeping on top of contracts, payments and 3<sup>rd</sup> party insurance claims will all be part of a day's work.

**What we need from you...** Sound administration skills to support the team, and numerical skills to monitor and control expenditure in line with contractual agreements. Effective IT skills with the ability to use a variety of software packages will also be key. With an analytical approach to problem solving and an inquiring mind, you will be involved in investigations into highway flooding, and highways related insurance claims. You will also contribute to the Winter Maintenance service, liaising with Parish Councils and local farmers regarding snow clearing equipment to keep the County moving in bad weather.

Good communication skills are essential as you will be required to respond to enquiries and complaints via telephone, letter and email, as well as regularly communicate with residents, elected members and other teams in the council on highways matters. A Civil Engineering qualification at NNC/BTech would also be an advantage.

**What we offer in return...** Work that makes a difference to people's lives within this beautiful county, in addition to structured salary reviews, local government pension scheme, discounted access to 'Active Rutland' keep fit activities and Flexi-Time to name just a few!

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we really want to hear from you...

**What to do now...** Please visit our website for a full Job Description. For an informal discussion regarding the post, please contact Ruth McNeil, Highways Operations Manager on 01572 758350 or email: [rmcneil@rutland.gov.uk](mailto:rmcneil@rutland.gov.uk)

**The closing date for applications will be the 10<sup>th</sup> December and interviews will take place on Wednesday 19 December 2018 – to apply:** visit [www.rutland.gov.uk](http://www.rutland.gov.uk) to apply, alternatively you can contact one of the HR team for an application pack, email: [recruitment@rutland.gov.uk](mailto:recruitment@rutland.gov.uk) or call 01527 758255.

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All recruitment correspondence, including interview details, will usually be sent out via email. If you require documentation/correspondence in an alternative format, please contact the HR team.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community.

Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

