



# ADUR & WORTHING COUNCILS

## Person Specification

<b>Authority:</b>	Adur District Council
<b>Directorate:</b>	Digital and Resources
<b>Section:</b>	Technical Services - Engineering
<b>Post Title:</b>	Coastal Surveyor / Technician
<b>Post Number:</b>	10519, 41422
<b>Accountable to:</b>	Project Manager
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Members and Officers of the Council's and Members of the Public
	Department and Section meetings, Engineering and Surveying Team meetings.

Area	Requirements	
Qualifications	Essential	Desirable
	A-Level Geography, Maths or similar	ONC Civil Engineering, Maritime Engineering or similar.  Hold a full valid UK driving licence.
<b>Professional Registration (where applicable)</b>	N/A	N/A
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Analytical and numerical skills sufficient to ensure the accurate processing of coastal data.	An understanding of the parameters that would be useful to a Coastal Manager/Engineer.
Skills		

Communication/ relationship	Positive communication skills plus the ability to build and maintain effective working relationships with internal and external colleagues and contacts. Good written and numerical skills – able to generate, proof read and correct reports and other similar documentation.	
Analytical/ judgmental	Able to undertake research, interpret and report findings appropriately.	
Planning/ organisational		Understands how the Council operates and together with its relationship with other Councils, Environment Agency and Defra for this particular project and is able to fit in with the requirements of other staff.
IT	Competent user of Microsoft Office products (Excel, Word, PowerPoint) with some knowledge of GIS.	Familiarity with or working knowledge of programming languages such as Visual Basic or Matlab and GIS software such as MapInfo or Arcview. Knowledge of Google suite (docs, sheets, gmail, etc)
<b>Abilities</b>		
Physical	Be of sufficient physical fitness to work outside at the coast at all times of day/night and in all weather conditions when required. Must be willing and able to ride a quad bike. The physicality of this role cannot be underestimated.	
Mental	Analytical and numerical skills as outlined above.	
Emotional	An interest in the topographic surveying, coastal analysis & the outdoors. Calm, well balanced, with a sense of humour. Self-motivated, trustworthy, reliable and independent.	

Working conditions / Style	Flexible working style, with long periods based out of the office outside normal working hours in all weathers in a coastal environment.	
<b>Other:</b> The post holder will need to demonstrate <ul style="list-style-type: none"> <li>• A high level of technical competency with a keenness to pursue further training and improve knowledge.</li> <li>• A flexible and forward thinking attitude to work.</li> <li>• A confident approach.</li> <li>• Ability to communicate and work well within an open planned office environment and with colleagues within the same team and other sections requiring a high level of cooperation and consultation.</li> <li>• Driving license and willingness to drive pool cars</li> </ul>		

**Person Specification agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	