

**From:** [Foi Enquiries](#)  
**To:** [REDACTED]  
**Subject:** FOI-17-0114 - Structure - Roads  
**Date:** 10 February 2017 14:40:25  
**Attachments:** [Further Information - Right to Review & Appeal.pdf](#)  
[FOI-17-0114 - PIE Structure Chart\\_Redacted.pdf](#)  
[FOI-17-0114 - Senior Technician Job Profile.pdf](#)

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Dear [REDACTED],

Thank you for your information request of 13 January 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

**1) Please provide a structure chart of the Public Infrastructure and Environment department with a job description of each job role within this department.**

Please see attached.

Please note that third party names and personal details of ACC Officers who are below Head of Service level have been redacted (blacked out) from the attached report. This is because ACC considers that this information is exempt from disclosure. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing our request under the terms of Section 38(1)(b) in conjunction with 38(2)(a)(i) – Personal Information – of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as the information in question is personal information relating to living individuals, and the applicant is not the data subject.

ACC is of the opinion that Section 38(2)(a)(i) applies, as ACC considers that disclosure of this information would be a breach of the first Data Protection Principle (that personal information must be processed fairly and lawfully). ACC Officers below Head of Service level would not expect ACC to release this information about them into the public domain under the FOISA.

**2) Can you also confirm who answers directly to who when it comes to adoption of lighting projects, RCC consents and capital installations and the jurisdiction of each employee.**

Roads Operations (RO) will maintain, on behalf of the council, new installations for future maintenance, so RO carry out an inspection and recommend remedial action as required, to bring the installation up to an adoptable standard, and pass their requirements onto the Roads Construction Consent (RCC) section. The RCC section deal directly with the developer and/or their Agent, with regard to the outstanding remedial works, RO do not correspond with same.

**3) Please provide me with the job description and confirmation of the electrical and structural qualifications held by the Senior Technicians within this department along with confirmation of his jurisdiction.**

Please see attached a copy of the Senior Technician Job profile which details the requirements for the post.

In relation to the qualifications of the Senior Technicians within this department, this

information is exempt from disclosure. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing our request under the terms of Section 38(1)(b) in conjunction with 38(2)(a)(i) – Personal Information – of the FOISA.

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Please note, the role of Senior Technician is also known as Senior Technical Officer.

#### **4) Please also provide a copy of the Roads Construction Consent**

Roads Construction Consent (RCC) is an agreement between the Council and a developer and/or their agent, that when a new housing scheme is built, we, as the Council will adopt the road and its associated infrastructure, including street lighting, if installed to the appropriate standard/specification and is in a good serviceable condition at the adoption stage. There is a separate RCC for every housing scheme.

We would be extremely grateful if you could specify which project or RCC you are interested in?

We hope this helps with your request.

Yours sincerely,

Grant Webster  
Information Compliance Officer

#### **INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Information Compliance Team  
Communications and Promotion  
Office of Chief Executive  
Aberdeen City Council  
Room 1-24  
Town House  
Broad Street  
ABERDEEN AB10 1AQ

[foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)

01224 523827/523602

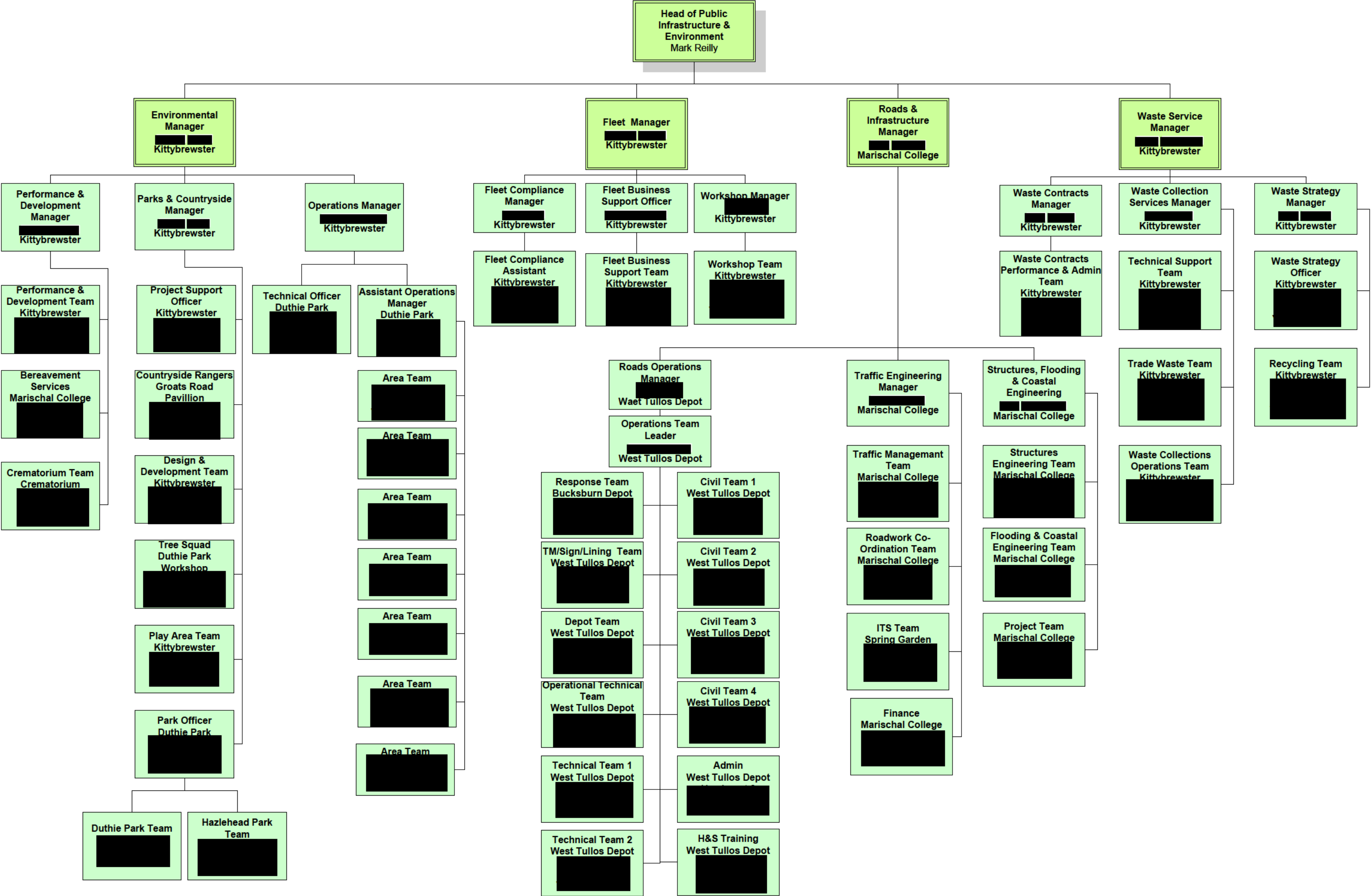
Tel 03000 200 292

\*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.

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Public Infrastructure & Environment



# ABERDEEN CITY COUNCIL

## JOB PROFILE

1 Job Details	
Job Title:	Senior Technician
Job Profile No:	
Directorate:	Enterprise, Planning and Infrastructure
Service:	Asset Management and Operations
Grade:	G13
Version Date:	August 2012

2 Job Purpose
To provide technical solutions to complex roads issues and to assist the Team Leader to manage the workload of technical staff

3 Reporting Relationships
<div style="text-align: center;">           Roads Operations Manager                         Team Leader               <b>Senior Technician</b> </div>

4 Outcomes
<b>The post holder will be expected to:</b> <ul style="list-style-type: none"> <li>• Carry out and approve design, estimating and contract preparation</li> <li>• Carry out site supervision and contract management</li> <li>• Assist the Team Leader in financial control and monitoring of contracts</li> <li>• Assist in managing the workload of technical staff, deputising in technical matters in the Team Leader's absence</li> <li>• Answer complex technical queries and provide specialist technical advice</li> <li>• Carry out their duties in compliance with health and safety regulations and procedures and in compliance with Council's QA system</li> </ul>

5 Knowledge
<b>The post holder needs to be able to demonstrate a sound understanding or experience of:</b> <ul style="list-style-type: none"> <li>• One or more aspects of Civil, Structural, Road Maintenance, Transportation or Traffic Engineering, relevant to the work section</li> <li>• Using computer systems</li> <li>• Implementing site safety</li> </ul>

6 Job specific skills and competencies
<b>The post holder is expected to demonstrate:</b> <ul style="list-style-type: none"> <li>• Ability to manage and prioritise a varied workload for self and technical staff</li> <li>• Ability to work on own initiative and as part of a team</li> </ul>

7 Organisational Behaviours
<b>The post holder is expected to display the following behaviours:</b>  <b>Communication</b>

- Relates well to others and works with them to help meet their needs
- Ensures communication is appropriate and inclusive – makes information available using a variety of means
- Provides constructive feedback/ advice/ instruction
- Encourages contributions from others
- Explains the reasons behind decisions

#### **Customer Focus**

- Manages customer expectations
- Resolves customer queries at the point of contact and only refers to others when genuinely appropriate
- Actively seeks out customer feedback to identify service improvements
- Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service
- Deals with customer enquiries in a helpful and friendly manner

#### **Professionalism**

- Meets and maintains standards consistently
- Accountable and holds others to account
- Recognised as a source of advice/ knowledge
- Demonstrates commitment to personal growth
- Manages time well
- Promotes/ upholds the council's image

#### **Respect**

- Recognises the time, effort and commitment of others
- Shows respect for people at all levels
- Shows consideration for others' views, privacy, beliefs and ability
- Respects council equipment, premises and property
- Complies with council policies, procedures and guidelines

### **8 Requirements of the Job**

#### **The post holder needs to hold as a minimum:**

- Full Driving Licence
- HNC or equivalent, relevant to the post

#### **The post holder must be prepared to:**

- Work outside and on site in all weathers, on occasion
- Work outwith normal working hours where required

### **9 Development**

#### **The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- Health and safety training
- ICT Security – For your Eyes Only (on-line training module)
- Protecting Children (on-line training module)
- Data Protection (on-line training module)
- Continuous Professional Development (CPD) relevant to the post