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| **Directorate:** | **Economy and Highways** |
| **Service Review:** | **Technical Support Team** |
| **Date:**  | **23.08.16** |

 **FAQ’s**

**Q.** Can we please have confirmation that the Capital & Revenue Monitoring Assistants post is FTE 3 (as stated in the proposed structure), as it is currently FTE 2.6?

**A.** 3 FTE posts in the structure. Current post holders account for 2.6 FTE.

**Q.** There are 3 FTE roles for Capital & Revenue Monitoring Assistants. If I am part time and I were to assimilate in to this role would it still be on my part time basis?

**A.** Yes, but any part time working arrangements will be considered as part of the appointment process and will continue where business needs allow.

**Q.** As the new Programme Assistant post is moving the focus of 5 jobs for general support within the unit to supporting the Capital Programme and its projects, how will the 5 people who fall under this post have the capacity to carry out this extra work when already dealing with full workloads?

**A.** It isn’t envisaged that there will be additional work. It may be more varied. It may be the same as at present. The purpose of the new role profiles is to give flexibility to be able to respond to changes in priorities and demand.

**Q.** Why have the majority of the tasks associated with the people who will fall under the Programme Assistant's job been ignored? As the new post is merging together 5 people's specialisms, this means that a number of important tasks that are undertaken are excluded for the job profile - is this really the best course of action? Tasks include (for example): management of Atrium, management of revenue contracts (waste, ground maintenance etc.), coordination of legal caseloads for the Asset Team, Land Registry updates/searches, net capacity assessments, coordination of asset valuation processes, RADON assessments.

**A.** As the new role profiles are generic, this means that not all specific tasks and duties will necessarily be listed individually but they may still fall under the remit of the post. The tasks listed in this question will still be required.

**Q.** Would it be possible for the Reshaping Guidance Document to be uploaded onto the 'Services Going Through Reviews' site for our restructure, so that all staff can be fully aware of the assimilation process.

**A.** There is a link direct to this document from ‘What to expect from a Service Review’ section, under ‘What to Expect’ and also ‘The Appointment Process’.

**Q.** Have the jobs in the proposed structure been compared and analysed against similar jobs within the Capital Programmes & Property Team? For example, our current Technical Assistant post (whose responsibilities appear to have primarily been amalgamated into the Programme Assistant job) will have the same responsibilities as the current technical posts within the Capital Programmes Team, but these are graded higher than our comparable job.

**A.** The proposed Programme Assistant roles are graded the same as Programme Assistant roles in the Capital Programme team. Where posts are deleted, the tasks may be absorbed into other new posts which have a higher level of responsibility and are therefore appropriately graded higher.

**Q.** The Job Working Circumstances (emotional, physical and working conditions) have not been filled in on the following posts: Programme Control Team Leader Monitoring Assistant Helpdesk Assistant Please can these be filled in so we can assess working conditions/criteria.

**A.** These sections will not necessarily be completed on each profile. If no Job WorkingCircumstances apply, these are generally left blank.

**Q.** As the top level jobs in the proposed structure relate directly to the work of the Capital Programmes Team, have this team been consulted on these new posts and how their work and processes will fit in with these? If not, should they not be involved in the restructure also?

**A.** Only thosewhose posts are directly affected as a result of the proposals are in scope of this process, however during the development of the proposals, discussions did take place with the wider management team across Capital Programme and Property in relation to potential impact and implications to consider.

**Q.** With reference to the Programme Control Officer job profile; given that this post involves "line management responsibility for a team of 8-15 people", why is it not stipulated under "Purpose of this post" that they should "actively develop and mentor team members"? This is currently stipulated within the job profile for Programme Lead, who isn't the direct line manager for the programme assistants/monitoring assistants/helpdesk assistants.

**A.** All Post Specifications are to be read in conjunction with the relevant generic role profile of the same grade. General accountabilities and responsibilities such as ‘Leading, motivating and developing team(s)’ will be stated in these documents if not in the Post Specifications where applicable.

**Q.** In the new team structure, one of the posts is called Programme Control Officer, but on the associated new job profile, the post is called Programme Control Team Leader. Which is correct? Please can one be amended to avoid confusion. Equally, there is a job in the structure called Capital & Revenue Monitoring Assistant, but the job profile just says Monitoring Assistant. Please can one be changed to match the other?

**A.** The new structure will be updated with the correct ‘Programme Control Team Leader’ title and also ‘Monitoring Assistant’ title.

**Q.** In the new Programme Assistant post, it states under the key job specific accountabilities that the work is "under the direction of the Programme Lead..." However, within the structure, the Programme Assistant post reports to the Programme Control Officer. Please can this job profile be updated with the correct line management?

**A.** ThePost Specification will be updated accordingly.