

Job Family Role Profile Description

Date	January 2015
Job Family	Regulation and Technincal
Role Profile	RT13
Purpose	To undertake specialist and complex projects to given timescales, costs and specifications or to provide individual expert advice.

Your responsibilities:

Leadership (Self and Team)	
Accountable For	End Result
<ul style="list-style-type: none"> • Planning, monitoring and controlling own work and assigned projects, to meet the set targets and standards. • Assisting to prioritise a small team's work. 	<ul style="list-style-type: none"> • Work is completed to required standards. • Targets are achieved. • Service procedures and policies are adhered to. • Solutions are available for the team, when needed.
<ul style="list-style-type: none"> • Contributing to team-working. • Providing instruction and on-the-job training for colleagues. • Assisting in allocating and checking the work of colleagues in the same work area. • Giving technical guidance, support and training to others, both internal and external. 	<ul style="list-style-type: none"> • Teamwork is effective. • Colleagues are supported. • The team is technically capable. • Technical work is carried out satisfactorily.
<ul style="list-style-type: none"> • Working co-operatively with colleagues and team – explaining and eliciting information; presenting the case for conclusions and recommendations. 	<ul style="list-style-type: none"> • Decision makers are informed appropriately. • Work objectives are achieved.
Competency measurements	
Actively develop relationships through regular communication and promote effective team working. Promote council goals.	

Making things happen / Delivering results	
Accountable For	End Result
<ul style="list-style-type: none"> • Planning and organising projects for work to be completed within given timescales and standards. • Contributing to service plans. • Developing project implementation plans. 	<ul style="list-style-type: none"> • Work is completed to timescales. • Agreed performance standards are met. • Own and project team time is utilised effectively. • Effective plans and budgets are in place.
<ul style="list-style-type: none"> • Determining compliance with department and Service policies and legal/regulatory frameworks, on situations with major implications and Enforcement decisions. 	<ul style="list-style-type: none"> • Sound judgements are made on compliance issues. • Legislation is interpreted correctly.

<ul style="list-style-type: none"> • Providing specialist advice on the interpretation and application of policies and technical principles. • Working within Service and legislative-frameworks. • Developing and applying a best practice approach. • Exercising specialist and detailed knowledge. 	<ul style="list-style-type: none"> • Reports and recommendations are prepared for senior management and outside Bodies. • Enforcement decisions are implemented. • Specialist advice is provided. • Policy proposals are developed. • Management is aware of implications, threats and opportunities. • Solutions are negotiated successfully.
<ul style="list-style-type: none"> • Preparing and presenting reports on a range of issues. • Creating specialist reports which may impact on Service operations and on organisations outside the Service. 	<ul style="list-style-type: none"> • There is a clear summary of issues, progress and implications. • Reports are completed on time and to set policies. • The Service's position is advocated.
<ul style="list-style-type: none"> • Acting as an 'Expert Witness' on behalf of the Service. • Representing the Service's interests. 	<ul style="list-style-type: none"> • Expert witness evidence is provided. • The Service is appropriately represented in legal and other matters. • The Services reputation is safeguarded and enhanced.
Competency measurements	
Use sound judgement by weighing up different options to arrive at the best solution based on time, cost and quality. Use direct persuasion.	

Service Improvement and innovation	
Accountable For	End Result
<ul style="list-style-type: none"> • Developing solutions to complex issues and organising their implementation. • Designing technical solutions from a theoretical base. 	<ul style="list-style-type: none"> • Recommendations and proposals are put forward for resolving complex issues. • Solutions are implemented. • Professional, technical and regulatory principles are adhered to.
<ul style="list-style-type: none"> • Developing procedures and practices. 	<ul style="list-style-type: none"> • Services are improved
Competency measurements	
Look ahead - anticipate obstacles and take action to avoid crisis. Think ahead to identify opportunities to achieve better outcomes.	

Managing resources	
Accountable For	End Result
<ul style="list-style-type: none"> • Planning, organising and controlling work/projects within budgets. • Deciding or planning considerable expenditure within the budgets for their area. • Monitoring and controlling elements of delegated budgets and assisting in accessing funds from other Bodies. 	<ul style="list-style-type: none"> • Plans and budgets are in place. • Time/resources are utilised efficiently and effectively. • Effective plans and budgets are in place. • Targets are achieved (technical, cost, outputs, resources). • Policies/contractual obligations are met.
Competency measurements	
Deliver and contribute to realistic estimates and plans, monitor resources against key targets and hold their team to account. Prioritise own and teams day to day work.	

Customer and Community focused	
Accountable For	End Result
<ul style="list-style-type: none"> • Advocating the Services' case; negotiating solutions. • Persuading stakeholders, suppliers and 	<ul style="list-style-type: none"> • Stakeholder issues are resolved. • The best solutions are found within the available resources and other limiting factors.

customers to achieve agreement.	
---------------------------------	--

- Negotiating settlements.

Competency measurements

Work to exceed customer expectations and take full ownership of customer enquiries.

Qualifications, knowledge, experience and expertise

- NVQ level 5, professional qualification or equivalent experience.
- Management qualification in relevant discipline is desirable.
- A registered qualification may be required.
- Thorough understanding of the service area and the business and the context within which it operates. • Knowledge of health and safety and related legislation, procedures and policies and how they apply to the work area.
- Organisational/planning skills.
- Commercial/marketing skills may be relevant in some service areas.
- Good interpersonal skills including able to negotiate and influence at all levels.
- Knowledge of inward- and outward-facing Council issues.
- Some experience of implementing change.
- Political awareness.
- Thorough understanding of the specialist theories, principles and practice of the appropriate area of work; the relevant Council practices and procedures and professional and legislative frameworks.
- Ability to tackle issues from a conceptual/theoretical base.
- ICT competent with skills relevant to the work area.
- May use specialised software and equipment.