

Generic Job Family Role Profile Description

Date	January 2015
Purpose	To lead teams to undertake specialist and complex projects to given timescales, costs, and specifications or to provide individual expert advice.
Job Family	Regulation and Technical
Grade	RT14

Your responsibilities:

Leadership (Self and Team)	
Accountable For	End Result
<ul style="list-style-type: none"> • Planning and organising self and team to complete work within given timescales and budgets. 	<ul style="list-style-type: none"> • Agreed performance standards are met. • Own and team time is utilised effectively.
<ul style="list-style-type: none"> • Monitoring and controlling the team's operations and assigned projects to meet the set targets and standards. 	<ul style="list-style-type: none"> • Work is completed to required standards. • Targets are achieved. • Council procedures and policies are adhered to.
<ul style="list-style-type: none"> • Organising and co-ordinating the work of groups of employees, including supervisors and junior managers. • Implementing Human Resources procedures in the area including recruitment, discipline, performance and attendance management and appraisals. • Providing motivation, support and advice. 	<ul style="list-style-type: none"> • Teamwork is well organised. • Effective service is delivered. • Human Resources issues are effectively dealt with, or escalated. • A positive climate exists. • Team members are capable, skilled and knowledgeable. • Performance objectives are achieved. • HR policies and procedures are met.
<ul style="list-style-type: none"> • Working co-operatively with stakeholders, colleagues, and team - explaining and eliciting information; presenting the case for own conclusions and recommendations. 	<ul style="list-style-type: none"> • Decision makers are informed appropriately. • Work objectives are achieved.
<ul style="list-style-type: none"> • Organising staff training and development. 	<ul style="list-style-type: none"> • Individual performance is improved. • Career progression is facilitated within the service. • There is an increased pool of experienced and qualified resource within the service.
Competency measurements	
Build effective relationships with people and promote the "one council" approach. Manage employees' performance. Integrate the skills and abilities of the team to create a successful team.	

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"> • Effective plans and budgets are in place. • Work complete to timescales. • Agreed performance standards are met. • Own and project team time is utilised effectively.
<ul style="list-style-type: none"> • Determining compliance with Service policies and legal/regulatory frameworks, on situations with major implications and Enforcement decisions. • Providing specialist advice on the interpretation and application of policies and technical principles. • Working within Service and legislative-frameworks • Developing and apply a best practice approach. • Exercising specialist and detailed knowledge. 	<ul style="list-style-type: none"> • Sound judgements are made on compliance issues. • Legislation is interpreted correctly. • Reports and recommendations are prepared for senior management and outside Bodies. • Enforcement decisions are implemented. • Specialist advice is provided. • Policy proposals are developed. • The Service is aware of implications, threats and opportunities.
<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

Make complex and tough decisions, develop and implement influencing approaches.

Service Improvement and innovation

Accountable For	End Result
<ul style="list-style-type: none"> • Developing solutions to complex issues and organising their implementation. • Designing solutions from a theoretical base. 	<ul style="list-style-type: none"> • Recommendations and proposals are put forward to resolve 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

Identify opportunities for business success and focus on making a difference.

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. • Accessing and securing funding, where appropriate. • Monitoring and controlling elements of delegated budgets. 	<ul style="list-style-type: none"> • Plans and budgets are in place. • Work complete to timescales. • Effective plans and budgets are in place. • Targets are achieved (technical, cost, outputs, resources). • Policies/contractual obligations are met. • Time/resources are utilised efficiently and effectively.

Competency measurements

Anticipate and prepare for future needs using resources effectively and respond to demands of changing

priorities and needs.

Customer and Community focused

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

Competency measurements

Initiate, build and maintain customer and stakeholder relationships to support delivery of effective service outcomes.

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 context within which it operates.
- Knowledge of health and safety and related legislation, procedures and policies and how they apply to the work area.
- Experience of managing people and work allocation.
- Organisational/planning skills.
- Commercial/marketing skills may be relevant in some service areas.
- Good interpersonal skills including ability to negotiate and influence at all levels.
- Knowledge of inward- and outward-facing Council issues.
- Experience of implementing change.
- Political awareness.
- Thorough understanding of the specialist theories, principles and best practice of the appropriate area of work; the relevant Council practices and procedures and professional and legislative frameworks.
- ICT competent with skills relevant to the work area.
- May use specialised software and equipment.