

Role Profile Description

Date	January 2015
Purpose	To act as lead officer on a portfolio of complex projects, delivering a professional service within the context of the business plan and specific project objectives, as a specialist individual contributor.

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. • Allocating and monitor work for a project team. 	<ul style="list-style-type: none"> • Work is completed to required standards. • Targets are achieved. • Council 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 team members, 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"> • Providing support and advice to staff. • Providing advice, influencing colleagues to adopt recommendations. • Providing advice, support and discussion to senior management and Council Members on areas of expertise. 	<ul style="list-style-type: none"> • Professional expertise and principles are applied.
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"> • Inputting to the preparation of plans and budgets for the work portfolio and service area, taking account of external developments in setting priorities. • Planning and organising work to be completed within given timescales and standards. • Contributing to the development of plans, policies and budgets for the service. • Assisting with the development of plans over a 3–5 year timescale. 	<ul style="list-style-type: none"> • Plans and budgets are influenced. • There is input to the business plan. • Work is completed to set timescales. • Own time is utilised effectively. • Priorities reflect the external environment. • May impact on service delivery and, potentially, the working of the Service and external forums.
<ul style="list-style-type: none"> • Determining compliance of Service policies and legal/regulatory frameworks, on situations with major implications and Enforcement decisions. • Providing expert professional advice on major issues in own area of expertise. • Advocating policy decisions and defending their implications within and outside the Service. 	<ul style="list-style-type: none"> • Sound judgements are made on compliance issues. • Reports and recommendations are prepared for senior management and outside Bodies. • Enforcement decisions are implemented. • Professional advice is provided and implemented. • External trends and developments are understood. • The Service is aware of implications, risks and benefits. • Effective relationships exist with the customer base. • Shared resources are used efficiently and effectively • The Service's position is advocated.
<ul style="list-style-type: none"> • Co-ordinating the preparation and presentation of reports on complex issues, involving a range of technical areas. • Preparing and delivering complex 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 in accordance with Service policies.
<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 and implementing specific policies and procedures in own area of expertise. • Interpreting current legislation/regulations and ensuring consistent application. 	<ul style="list-style-type: none"> • Up-to-date policies and procedures are implemented and monitored. • Current legislation and regulations are consistently applied. • Internal policies and procedures are established.
<ul style="list-style-type: none"> • Developing innovative solutions to complex technical issues, sometimes involving several areas of expertise. • Organising their implementation and consulting when necessary on issues with wider implications. 	<ul style="list-style-type: none"> • Solutions are proposed for complex technical issues. • Agreed solutions are implemented. • Professional, technical and regulatory principles are adhered to.
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 the work and budget of multi-disciplinary teams to achieve the project portfolio targets and standards. • Directing and controlling financial plans and expenditure for their area of the service, or projects under their control. 	<ul style="list-style-type: none"> • Work is complete to the required standards (technical, quality, safety, etc.). • Targets are achieved (cost, time, etc.). • The contribution of expertise areas is coordinated. • Council procedures and policies are adhered to.
<ul style="list-style-type: none"> • Contributing to the identification of, and securing, resources to support the project portfolio. • Identifying and accessing sources of funds and resources. 	<ul style="list-style-type: none"> • Resources are specified. • Adequate resources are secured.
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. • 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
<ul style="list-style-type: none"> • Professional and management qualifications or equivalent. • Considerable, specialist technical experience. • Expert in their relevant professional discipline. • Full understanding of the service area and the business and the context within which it operates. • Knowledge of Health and Safety and related procedures and policies and how they apply to the work area. • Organisational/planning skills. • Commercial/marketing skills may be relevant in some service areas. • Politically astute in a rapidly-changing environment. • Knowledge of inward- and outward-facing Council issues. • High level of influencing, negotiation and interpersonal skills. • Relevant experience and a sound knowledge of the legislation, regulatory framework and Council policies and procedures, to deliver the role objectives. • • ICT competent with skills relevant to the work area. • May use specialised software and equipment.