



Job Family Role Profile Description

Date: January 2015

Job Family: Regulation and Technical

Job 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:

- Planning, monitoring and controlling own work and assigned projects, to meet the set targets and standards.
- Assisting to prioritise a small team's work.

End Result:

- Work is completed to required standards.
- Targets are achieved.
- Service procedures and policies are adhered to.
- Solutions are available for the team, when needed.

Accountable For:

- 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.

End Result:

- Teamwork is effective.
- Colleagues are supported.
- The team is technically capable.
- Technical work is carried out satisfactorily.

Accountable For:

- Working co-operatively with colleagues and team – explaining and eliciting information; presenting the case for conclusions and recommendations.

End Result:

- Decision makers are informed appropriately.
- Work objectives are achieved.

Competency Measurement

- Actively develop relationships through regular communication and promote effective team working.
- Promote council goals.

Making Things Happen / Delivering Results

Accountable For:

- Planning and organising projects for work to be completed within given timescales and standards.
- Contributing to service plans.
- Developing project implementation plans.

End Result:

- 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.

Accountable For:

- 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.

End Result:

- 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.
- Management is aware of implications, threats and opportunities.
- Solutions are negotiated successfully.

Accountable For:

- Preparing and presenting reports on a range of issues.

- Creating specialist reports which may impact on service operations and on organisations outside the Service.

End Result:

- 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.

Accountable For:

- Acting as an 'Expert Witness' on behalf of the Service.
- Representing the Service's interests.

End Result:

- Expert witness evidence is provided.
- The Service is appropriately represented in legal and other matters.
- The Services reputation is safeguarded and enhanced.

Competency Measurement

- 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:

- Developing solutions to complex issues and organising their implementation.
- Designing technical solutions from a theoretical base.

End Result:

- Recommendations and proposals are put forward to resolve issues.
- Solutions are implemented.
- Professional, Technical and regulatory principles are adhered to.

Accountable For:

- Developing procedures and practices.

End Result:

- Services are improved

Competency Measurement

- Look ahead - anticipate obstacles and take action to avoid crisis.
- Think ahead to identify opportunities to achieve better outcomes.

Managing Resources

Accountable For:

- 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.

End Result:

- 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 Measurement

- 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:

- Advocating the Services' case; negotiating solutions.
- Persuading stakeholders, suppliers and customers to achieve agreement.
- Negotiating settlements.

End Result:

- Stakeholder issues are resolved.
- The best solutions are found within the available resources and other limiting factors.

Competency Measurement

- 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.