Westmorland & Furness Council

Job Family Role Profile Description

Date: January 2015

Job Family: Regulation and Technical

Job Profile: RT14

Purpose: To lead teams 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 and organising self and team to complete work within given timescales and budgets.

End Result:

- Agreed performance standards are met.
- Own and team time is utilised effectively.

Accountable For:

- Monitoring and controlling the team's operations and assigned projects to meet the set targets and standards.

End Result:

- Work is completed to required standards.
- Targets are achieved.
- Council procedures and policies are adhered to.

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Accountable For:

- 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.

End Result:

- 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.

Accountable For:

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

End Result:

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

Accountable For:

- Organising staff training and development.

End Result:

- 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 Measurement

- 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:

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

End Result:

- Effective plans and budgets are in place.
- Work complete to timescales.
- Agreed performance standards are met.
- Own and project team time is utilised effectively.

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.
- The Service is aware of implications, threats and opportunities.

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

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

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 complex 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

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

Managing Resources

Accountable For:

- 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.

End Result:

- 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 Measurement

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

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

- 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 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
- Experience of managing people and work allocation.
- 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.