

Job Family Role Profile Description

Date: January 2015

Job Family: Regulation and Technical

Job Profile: RT16

Purpose: To lead a portfolio of complex projects delivering a Regulation or Technical service within the context of the business plan and specific project objectives as a leader/manager of teams.

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.
- Service procedures and policies are adhered to.

Accountable For:

- Leading, motivating and developing teams in a service area across multiple sites.
- Implementing Human Resources procedures in the area, including recruitment, discipline, performance and attendance management and appraisal.

End Result:

- The service area is well organised.
- Service is delivered effectively.
- Human Resources issues are addressed.

- There is a positive climate.
- Teams are capable, skilled and knowledgeable.
- Performance objectives are achieved.

Accountable For:

- Providing advice to colleagues, influencing them to adopt recommendations.
- Providing advice, support and discussion to senior management and Council Members, on areas of own expertise.

End Result:

- Professional expertise and principles are applied.

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:

- 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.

End Result:

- Own and team time is utilised effectively.
- Priorities reflect the external environment.
- May impact on service delivery and, potentially, the working of the Service and external forums.

Accountable For:

- Determining compliance of Service policies and regulatory frameworks 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.

End Result:

- Sound judgements are made on compliance issues.
- Reports and recommendations are prepared for senior management and outside Bodies.
- Enforcement decisions are implemented.

- The Services position is advocated.
- Professional advice is provided.
- External trends and developments are understood.
- The Service is aware of implications, risks and benefits.
- Effective relationships exist with the customer base.

Accountable For:

- 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.

End Result:

- To lead a portfolio of complex projects delivering a Regulation or Technical service within the context of the business plan and specific project objectives as a leader/manager of teams.

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 and implementing specific policies and procedures in own area of expertise.
- Interpreting current legislation/regulations and ensuring consistent application.

End Result:

- Up-to-date policies and procedures are implemented and monitored.
- Current legislation and regulations are consistently applied.
- Internal policies and procedures are established.

Accountable For:

- 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.

End Result:

- Solutions are proposed for complex technical issues.
- Agreed solutions are implemented.
- Professional, technical and regulatory principles are adhered to.

Competency Measurement

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

Managing Resources**Accountable For:**

- 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.

End Result:

- 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.

Accountable For:

- Contributing to the identification of, and securing, resources to support the project portfolio.
- Identify and secure sources of funds and resources and allocate them effectively.

End Result:

- Resources are specified.
- Adequate resources are secured.

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.

Accountable For:

- Pro-actively developing opportunities for partnership working

End Result:

- Shared resources are used efficiently and effectively

Competency Measurement

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

Qualifications, Knowledge, Experience and Expertise

- Professional and management qualifications or equivalent.
- Considerable management experience and associated skills.
- Proven track record as a manager and 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 legislation, procedures and policies and how they apply to
- the work area.
- Extensive people management skills.
- 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.