

Role Profile

Date	1 June 2007
Family	Technical
Role Profile Level	5S

PURPOSE

To lead a team to undertake projects to given timescales, costs, and specification and provide technical support and advice in particular field of expertise.

ROLE ACCOUNTABILITY	END RESULT
Planning	
Plan & organise self / team to complete work to given timescales & budgets.	<ul style="list-style-type: none"> • Work complete to timescales • Self / team time effectively utilised • Influence on plans & budgets
Work	
Develop solutions to a range of issues & organise their implementation.	<ul style="list-style-type: none"> • Recommendations & proposals for resolving issues • Implementation of solutions • Technical & regulatory principles adhered to
Operational control	
Plan, organise & control the team operations / assigned projects to defined targets and within given budgets	<ul style="list-style-type: none"> • Work complete to required standards (technical, quality, safety, etc) • Targets achieved (costs, time, etc) • Policies/contractual obligations met
Customer service	
Provide advice on the interpretation and application of policies and technical principles.	<ul style="list-style-type: none"> • Sound & constructive advice • Policy proposals • Management aware of implications, threats & opportunities
Compliance	
Determine compliance with Council policy and regulatory frameworks and ensure their application.	<ul style="list-style-type: none"> • Sound judgements on compliance issues • Interpretation of policy & regulations • Customers aware of obligations and any actions needed for compliance • Enforcement decisions implemented
Reports	
Prepare & present reports on a range of issues representing SBC interests.	<ul style="list-style-type: none"> • Clear summary of issues, progress & implications • Reports complete on time to set policy
People management	
Organise, develop & motivate the team.	<ul style="list-style-type: none"> • Positive climate • Capable, skilled & knowledgeable team members • Achievement of performance objectives • HR policies & procedures met

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Team – allocate work, monitor and manage performance, develop and support Internal contacts to elicit and provide information, put the case for own conclusions and recommendations. External with stakeholders – liaise with, keep informed, explain and advise, monitor and develop solutions
Working Environment Context (physical, disagreeable, health and safety aspects)
Office based with visits to sites, premises and buildings where the usual hazards and dangers of site conditions apply.
Creativity; discretion; impact: concentration
Working within a framework of Council practice and procedure, and relevant professional practice / standards and legislative guidelines. Design technical solutions from a theoretical base, may impact on internal operations. Scope to develop project implementation plans within defined parameters.
Planning requirement
Mainly short term planning for projects, but some input to medium term planning. Input to development of procedures and practices.
Key facts and figure ranges (include likely size of any team managed)
Team typically up to 15 Project budgets typically up to £ ¹ / ₂ m
Knowledge and qualifications (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Relevant degree or HND with relevant experience or part qualified professional. Thorough understanding of the standards, specifications, systems, guidelines, regulations and policies relevant to the work. Understanding of legislation and case law. Able to tackle issues from a conceptual base.
Equipment operated and essential skills
Computer, IT skills and specific applications. May use specialised software and network applications. May use specialised equipment which requires calibration to fine tolerances.