Glasgow City Council

Role Profile Description

Date	**April 2006**
Family	**Community Standards and Enforcement**
Role profile Level Number	**6**
Reporting line (general)	
Purpose	
To take a city wide functional lead and co-ordinate the activities of teams of professional and technical staff that review and inspect businesses and premises to enforce GCC and legislative and regulatory requirements.	
Work area statement	
Action	**End Result**
Budget	
Control expenditure within given budget framework & monitor income against target.	• Costs on target • Potential variation from budget identified
Work planning	
Determine the work programme and plan within the context of the given function.	• Work programme defined • Work objectives defined
Resources	
Prioritise and deploy the given resources effectively.	• Team fully utilised • Resource savings identified
Planning and Organising	
Plan lead and control the delivery of a city wide enforcement function.	• Function delivered to consistent professional standards • Service Plan developed and agreed
Analysis	
Lead / carry out the local research and investigation of technical problems and issues.	• Good understanding of issue / problem • Data available for technical solution
People Management	
Organise, develop and motivate a team of managers and staff.	• Capable, knowledgeable, & motivated team members • Team given leadership, advice, and technical support • GCC HR policies & procedures met
Relationships	
Develop networks in & outside the Council to represent the Council in meetings to provide advice to professional and industry bodies. Answering questions and providing advice to elected members.	• Influence on discussions & decision making • GCC interests upheld • Positive image of Council supported

Nature of contacts and relationship (who and the nature of the communications)
Team – leadership. Department – technical discussion. Elected Members. Solicitors and Court Officials when providing evidence.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
Office based and some site visits.
Procedural Context (creativity, discretion, impact)
Managing professional staff and providing advice and guidance on the less-straightforward interpretation of legislation and regulations.
Key facts and figure ranges (include likely size of any team managed)
May be supervising a team of up to 3 -4 Team Leaders and associated staff. Total staff 100+
Skills, knowledge and qualifications
Formal qualifications required. Essential and generally preferred
Recognised membership of professional body or equivalent.
Work knowledge
Knowledge of GCC processes, regulations/legislation and local decisions and interpretation.
Work skills and equipment operated
Leadership & management skills. Communication & influencing skills.
Key Competency Requirement

	Competency	Level
1	Providing Excellent Customer Service - Customer Orientation	2
2	Providing Excellent Customer Service - Forward Thinking	3
3	Delivering Results – Planning	3
4	Personal Effectiveness – Communicating	2
5	Personal Effectiveness - Influencing	2
6	Personal Effectiveness – Decision Making	2
7	Leadership – Providing Support	3
8		