ORKNEY
ISLANDS COUNCIL

Service	Neighbourhood Services and Infrastructure
Head of Service Area	Property, Asset Management and Facilities
Service Manager Area	Property and Capital Projects
Job Title	Team Manager Architecture
Location	Council Offices, School Place
Reporting To	Service Manager (Property and Capital Projects)
Grade	Grade L
Job Evaluation	A5397
Competency Band	C2

Job Purpose

The Team Manager Architecture will provide a comprehensive Architectural Design service for the Council.

Plan, manage and deliver a wide range of construction and design projects and commissions as allocated by the Service Manager, ensuring programme, design, customer care, specification and safety requirements are met.

Commissions will include the provision of specialist advice, as a link officer, on construction matters to a range of other Services within the Council. The role will also include principal contact to co-ordinate team engagement with the Council's Planning and Building Standards teams throughout the preparation, delivery and closing out phases of development projects.

Job Specific Duties and Responsibilities

- Provide and manage the Council's in-house Architectural team for capital projects, property repairs and maintenance and urban design/development frameworks/master planning/Place-plans.
- Undertake lead consultant role, co-ordinate external consultants and other in-house professional staff.
- Manage external consultants, including commissioning and co-ordination of design briefs and specifications.
- Contribute to the corporate asset plan that drives the capital and revenue programmes for improving and maintaining the Council's land and property assets.
- Contribute to the management of a project management information system.
- Management of multi-million pound capital infrastructure construction developments, such as the replacement of education facilities, replacement of care facilities and social housing developments.

- Contribute to a corporate procedure for dealing with surplus property and land assets by reallocation or disposal.
- Ensure compliance with Planning and Building Standards policy and requirements nationally and locally, including participation in national policy arenas concerned with built environment and regular engagement with the Council's Planning and Building Standards teams as appropriate
- Responsible for the application of the Construction, Design and Management (CDM) regulations for work undertaken by the team. As Health and Safety is an essential component of all works and applications, the post holder must ensure that all relevant legislation, policy and guidance is strictly followed. Therefore, the post holder must possess strong knowledge and experience of all Health and Safety regulations.
- Be responsible for and supervising the Principal Designer role under CDM regulations for relevant Council projects.
- Advise the Council and service management team on technical issues and design matters, including the preparation of reports etc. to the relevant Council Committees as appropriate.
- Liaise with service managers across all Services in the implementation of the asset management plan and design of capital projects, property repairs and maintenance.
- Prepare a service plan for the Architectural and Design team, including the programming of commissions and projects. Input to the service plans for Property and Capital Programme.
- Deliver the service in accordance with the principles of best value.

General Duties and Responsibilities

Working Environment

The postholder will predominately be office based/indoors, however the post will involve travelling between locations to undertake work.

Communication

The postholder will be required to deal with members of the public, service users, external agencies, elected members, senior management, internal, external.

Liaise with and advise directly, senior personnel in other services, including at Head of Service and Corporate Director Level.

Manage contact with the public and key agencies including conflict resolution where required.

This post will be required to promote integrated working in the service and to develop and promote "customer" responsiveness and Best Value service delivery.

Responsibility for Employees

The postholder will be responsible for the line-management of the employees in the Architecture Team.

Responsible for applying Council HR policies and procedures within the posts areas of responsibility.

Manage all external consultants and contractors required to deliver the commissions including performance monitoring and assessment.

Manage project teams comprising employees from other teams within this Service but also teams in other Council Services.

Promote and monitor employee and team development and the highest standards of performance and behaviour. At all times provide good employee to manager relationships.

Financial Resources

Authorising orders and invoices from an agreed budget. Up to a value of £100,000.

Information Systems

The postholder will be required to use a range of computer packages, including Microsoft Office and Computer Aided Design (CAD).

The postholder will be required to use the Council's Property Asset Management software.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

☐ This post does not require a check on criminal conviction history

☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

☒ This post requires a satisfactory Basic Police Act Disclosure check.

☐ This post requires a satisfactory Standard Police Act Disclosure check.

☐ This post requires a satisfactory Enhanced Police Act Disclosure check.

☐ This post requires PVG Scheme membership in respect of regulated work with Children.

☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role

Task	**Relevant** (please tick) ✓	**Task**	**Relevant** (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	

Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted Post Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Knowledge.

☐ General Teaching Council for Scotland (GTCS)

☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.

☐ The Law Society of Scotland

☐ The Chartered Institute of Personnel and Development (CIPD)

☒ Other, please specify below:

Full Chartered membership of the RIBA, RIAS or CIAT

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;

☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;

☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;

☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;

☐ To participate in a standby duty rota, for which you can claim standby allowance.

☒ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Neighbourhood Services and Infrastructure
Head of Service Area	Property, Asset Management and Facilities
Service Manager Area	Property and Capital Projects
Post Title	Team Manager Architecture

Factor	**Criteria**	**Essential / Desirable**	**How Assessed**
Experience	Minimum 5 years post qualification design and practical experience.	Essential	Application form/ interview
	Significant knowledge and experience of 2D and 3D CAD packages	Essential	Application form/ interview
	Relevant experience in Planning, Building Standards and Building Survey procedures, planning policies and objectives, including place-based planning.	Essential	Application form/ interview
	Strong understanding and experience of energy efficiency, net zero carbon building design and materials technology.	Essential	Application form/ interview
	Familiarity with user-experienced (UX) in architecture, applying behavioural insights to spatial planning.	Desirable	Application form/ interview
	Ability to liaise with clients, contractors and regulatory bodies, ensuring project alignment with stakeholder expectations, statutory requirements and commercial constraints.	Essential	Application form/ interview
	Specification and Construction detailing.	Essential	Application form/ interview
	Experience of contract administration, project planning and implementation.	Essential	Application form/ interview
	Knowledge of the Construction Design and Management (CDM) Regulations 2015.	Essential	Application form/ interview
	Knowledge of the Scottish Planning and Building Standards.	Essential	Application form/ interview

	IT literate – fully conversant with Microsoft packages including Outlook, Excel and Word.	Essential	Application form/ interview
	Experience in Local Government Administrative procedures.	Desirable	Application form/ interview
	Experience of new and refurbishment projects related to public buildings.	Desirable	Application form/ interview
	Staff supervision experience.	Desirable	Application form/ interview
	Experience in preparing NBS specifications.	Desirable	Application form/ interview
	Experience of NBS Chorus.	Desirable	Application form/ interview
	Experience and training in the use of BIM (Building Information Management).	Desirable	Application form/ interview
Knowledge	The minimum knowledge required for this role can be evidenced by either: Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in Architecture, Architectural Technology or Urban Design, **Or** Having a minimum of 5 years previous relevant experience, as detailed in the experience section of this person specification.	Essential	Screening question/ interview
	Full Chartered membership of the RIBA, RIAS or CIAT.	Essential	Screening question/ interview
	CSCS site safety cardholder	Essential	Application form
	Evidence of continuing professional development	Essential	Application form
	NEBOSH Level 3 Certificate in Construction Health and Safety, or equivalent.	Desirable	Application form

Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening Question

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/ client focused	• Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	• Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing Change	• Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	• Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	• Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations.

	• Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	• Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions. • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.
Leadership	• Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. • Takes equal responsibility for the team's success and failures.
Managing performance and developing others	• Holds managers accountable for their own and team performance. • Encourages suggestions from managers/people to improve systems and processes. • Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change. • Actively encourages and helps managers/people realise their potential and career aspirations. • Sets team objectives and instils desire to exceed targets. • Ensures key measures are in place including efficiency and where appropriate productivity.
Political sensitivity	• Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government.