

Role Profile

Date	1 June 2007
Family	Technical
Role Profile Level	6A

PURPOSE

To undertake specialist projects to given timescales, costs, and specification or to provide individual expert advice.

ROLE ACCOUNTABILITY	END RESULT
Planning	
Input to the preparation of plans &/or budgets for the work programme and plan & organise self and team to complete work to given timescales & budgets.	• Influence on plans & budgets • Work complete to timescales • Self / team time effectively utilised
Work	
Develop solutions to complex issues & organise their implementation.	• Recommendations & proposals for resolving complex issues • Implementation of solutions • Professional technical & regulatory principles adhered to
Operational control	
Monitor & control the team operations and assigned projects to meet the set targets and standards.	• Work complete to required standards (technical, quality, safety, etc) • Targets achieved (costs, time, etc) • Council procedures & policies adhered to
Customer service	
Provide specialist advice on the interpretation and application of policies and technical principles (to customers).	• Specialist advice • Policy proposals • SBC aware of implications, threats & opportunities • Expert witness evidence
Compliance	
Determine compliance with department & Council policy & legal / regulatory frameworks on situations with major implications and enforce decisions.	• Sound judgements on compliance issues • Interpretation of legislation • Reports & recommendations to senior management & outside bodies • Enforcement decisions implemented
Reports	
Prepare & present reports on complex issues representing SBC interests.	• Clear summary of issues, progress & implications • Reports complete on time to set policy • Advocacy of SBC position
People management	
Give technical guidance, support & training to team members both internal & external.	• Team technically capable • Technical work done satisfactorily

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Internal contacts to explain / elicit information, put the case for own conclusions and recommendations. External with stakeholders to put the Council case, negotiate a solution, persuasion to gain agreement, and negotiation of settlements.
Working Environment Context (physical, disagreeable, health and safety aspects)
Office based generally with visits to sites, premises and buildings where the usual hazards and dangers of site conditions apply.
Creativity; discretion; impact: concentration
Working within Council and legislative procedural framework; development of best practice approach, creation of specialist reports with an impact on SBC operations and also on organisations outside the Council. Need to focus and concentrate on specialist tasks. Application of specialist and detailed knowledge.
Planning requirement
Mainly short and medium term planning for work programme and projects, but some input to longer term matters. Development and application of best practice.
Key facts and figure ranges (include likely size of any team managed)
Project budgets up to £1m
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.)
Degree and a professional or specialist qualification preferable; chartered status for some roles here relevant and required. Thorough understanding of the specialist theories, principles and practice of the appropriate area of work and the relevant Council practices and procedures together with professional and legislative frameworks.
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.