

Glasgow City Council

Role Profile Description

Date	April 2006
Family	Infrastructure Planning & Implementation
Role profile Level Number	6
Reporting line (general)	
Purpose	
To lead a professional team to produce planning solutions within a work programme or project to a defined client brief	
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 project or planning / development programme.	• Work programme defined • Work objectives defined
Resources	
Prioritise and deploy the given resources effectively.	• Team fully utilised
Work organisation & control	
Lead the team in the development and implementation of solutions to planning and development issues taking into account the potential benefit and / or liability to the Council and in compliance with relevant regulations, policies and standards.	• Work complete on time & to given standards & specification & GCC procedure • Viable & innovative solutions • Mitigation of GCC liability, optimal GCC benefit
Advice	
Provide expert advice on planning & development issues to team members, colleagues and management, and to clients, within department and GCC policy framework.	• Technical support to team • Colleagues / management aware of implications of decisions and plans • Clients aware of consequences of project
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
Reports	
Prepare and deliver reports to management & Committee summarising conclusions derived from internal & external sources.	• Accurate, complete & timely reports • GCC procedures complied with
Relationships	
Develop networks in & outwith the Council to facilitate decisions and represent the Council in meetings to provide advice and take decisions within policy framework.	• Influence on discussions & decision making • GCC interests upheld

Nature of contacts and relationship (who and the nature of the communications)		
Team – leadership. Department – technical discussion. Clients – negotiation of solutions. Committees & external bodies / agencies – present reports to represent service & put GCC view.		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
Mainly office based, occasional site visits.		
Procedural Context (creativity, discretion, impact)		
Role will work in one or more planning and policy areas: for example: economic, social, service, structural and inter organisational. GCC policy framework. Standards & codes of practice. Will “sign off” work of team members. Provision of advice to shape policy development.		
Key facts and figure ranges (include likely size of any team managed)		
Team up to 10. Review of developments of £10m - £100m.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Authoritative in relevant planning area. Recognised membership of professional body or equivalent.		
Work knowledge		
Broad awareness of current Council political remit. Knowledge of broad range of policies; awareness of implications for GCC. Expertise in own specialism.		
Work skills and equipment operated		
Leadership & management skills. Communication & influencing skills. IT skills, computer.		
Key Competency Requirement		
	Competency	Level
1	Managing Change – Communicating Change	3
2	Managing Change – Planning & Delivering Change	3
3	Providing Excellent Customer Service – Collaboration	3
4	Delivering Results – Planning	3
5	Personal Effectiveness – Decision Making	3
6	Leadership – Displays Awareness	3
7	Leadership – Provides Support	3
8		