

Glasgow City Council

Role Profile Description

Date	April 2006
Family	Community Standards and Enforcement
Role profile Level Number	3a
Reporting line (general)	
Purpose	
To undertake routine inspections of businesses and premises and report on conclusions.	
Work area statement	
Action	End Result
Work	
Complete inspections within allotted time and to required standards and targets.	• Inspections completed on time and within cost target
Inspections	
Carry out inspections of businesses and premises/vehicles as directed to identify compliance/non-compliance with relevant legislation/regulation or an authority's decision.	• Premises/businesses inspected on schedule • Non-compliance items/defects identified • Accurate records kept and documentation completed as required
Notices	
Compile draft compliance & prohibition notices and documentation as required by legislation following completed inspection.	• Notices drafted accurately and on time • Notices issued to business and/or premise owners • Adherence to regulations and legislation
Records and Reports	
Maintain necessary records and report results of inspections.	• Accurate records kept and documentation completed to standard • Results communicated
Advice	
Provide advice on regulations/legislation within areas of responsibility to business managers. Provide evidence in Court on behalf of GCC.	• Public aware of regulations/legislation • Infringements prevented • Customer service provided • Enforcement supported by factual evidence • Positive image of Council supported

Nature of contacts and relationship (who and the nature of the communications)		
Owners of Business premises and Buildings to undertake inspections and provide advice. Solicitors and Court Officials when providing evidence.		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
Visiting premises and site visits.		
Procedural Context (creativity, discretion, impact)		
Working under direct supervision using technical procedures and processes. Will undertake straightforward inspections and recommend enforcement actions to be taken.		
Key facts and figure ranges (include likely size of any team managed)		
Works as part of a team.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Relevant technical qualification.		
Work knowledge		
Knowledge of relevant regulations and legislation. Familiarity with technical area.		
Work skills and equipment operated		
Use of IT and relevant technical equipment.		
Key Competency Requirement		
	Competency	Level
1	Providing Excellent Customer Service – Customer Orientation	1
2	Personal Effectiveness – Communicating	1
3	Delivering Results – Planning	1
4	Managing Change – Planning & Delivering Change	1
5		
6		
7		
8		