Glasgow City Council

Role Profile Description

Date	**June 2006**
Family	**Infrastructure Planning & Implementation**
Role profile Level Number	4
Reporting line (general)	
Purpose	
To develop and produce a proposed solution / response to development issues within a policy framework or project brief.	
Work area statement	
Action	**End Result**
Work Planning	
Plan and organise own work within the timescale of a defined project to provide a planned solution.	• Project plan or technical solution delivered on time • Project deadlines met
Instruct and guide colleagues in the distribution and conduct of work in the team.	• Work is of the team is given fairly to team members • The team's tasks complete to standards and quantity
Investigation	
Identify and discuss issues with clients / customers / partners and ascertain their views and requirements.	• Clients needs clearly understood • Planning parameters agreed • GCC policies complied with
Analysis	
Analyse and assess policy, planning and technical issues and proposals, identify possible GCC concerns and areas of non-compliance, and derive and negotiate acceptable solutions (e.g. for applications).	• Specific conflicts with wider policy and plans identified • Problems identified • Acceptable solutions obtained • Timescales met
Planning and design	
Develop and propose plans and/or technical design solutions to the defined project brief.	• Technically competent & financially viable design / proposals • Specification met or agreed revision
Advice	
Provide advice and a professional view of the issues and problems concerning solutions to design briefs and / or proposals to colleagues and customers.	• Sound advice • Recommendations for changes or improvements • Assistance to junior team members
Reports	
Prepare reports as required to summarise issues arising, implications and conclusions & present to management and committees.	Reports complete & accurate, on time

Nature of contacts and relationship (who and the nature of the communications)

Team – seeking / giving advice.
Internal & external – negotiating solutions to non-compliant applications; responding to complaints; presenting & discussing GCC position in (non-) statutory process.
Members / committees – attending and providing information.

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)

Mainly office based, with regular site visits.

Procedural Context (creativity, discretion, impact)

Family will work in one or more planning and policy areas: for example: economic, social, service, structural and inter organisational.
Assigned work packages; some discretion to interpret policy; range of issues across services/ division; policies do not strictly constrain decisions; can be inputting to policy formulation.
Technical & professional standards, GCC policies & procedures.

Key facts and figure ranges (include likely size of any team managed)

May work on several (non-standard) projects, or on a policy area.
May have responsibility for a defined geographic area.
Will provide basic instruction and guidance to other team members as appropriate.

Skills, knowledge and qualifications

Formal qualifications required. Essential and generally preferred

Recognised expertise in relevant planning area.
Recognised professional qualification / membership of professional body, or equivalent (e.g. graduate with several years of progressive experience and possibly chartered).

Work knowledge

General awareness of current Council political remit.
Other services and areas within GCC; understanding of policy issues & implications.

Work skills and equipment operated

IT skills, computer
Communications & reporting skills to present conclusions & explain implications

Key Competency Requirement

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