Glasgow City Council

Role Profile Description

Date	**April 2006**
Family	**Community Standards and Enforcement**
Role profile Level Number	**5a**
Reporting line (general)	
Purpose	
To review and inspect businesses and premises to enforce GCC and legislative and regulatory requirements.	
Work area statement	
Action	**End Result**
Work Planning	
Plan & organise work to the assigned schedule or route to complete the inspections' programme within allotted time and to required standards and targets. Contribute to team planning.	• Inspections completed on time and within cost target • Team Plan developed
Inspections	
Carry out inspections and measurement of businesses and premises 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 and issue compliance & prohibition notices and documentation as required by legislation following completed tests.	• Notices issued to business and premise owners • Adherence to regulations and legislation
Supervision	
Assign and check tasks to Technical Staff assigned from time to time.	• Tasks are completed to the required standard and timescale
Records and Reports	
Maintain necessary records and report results of inspections.	• Accurate records kept & documentation completed as required • Results communicated
Advice	
Provide advice on regulations/legislation within areas of responsibility to premises and building owners. Provide "Expert Evidence" in Court.	• Public aware of regulations/legislation • Infringements prevented • Customer service provided • Enforcement supported by professional 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. Staff Supervised. 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)
Undertaking inspections and comparing situations with GCC procedures legislation and technical regulations. Has legal right to decide and implement enforcement.
Key facts and figure ranges (include likely size of any team managed)
Allocating and checking tasks to allocated technical staff.
Skills, knowledge and qualifications
Formal qualifications required. Essential and generally preferred
Relevant professional qualification in technical area. Probably building on a degree level discipline.
Work knowledge
Knowledge of GCC processes, regulations/legislation and local decisions and interpretation.
Work skills and equipment operated
Ability to instruct others to use standard technical equipment and tools.
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		