



Role Profile

TEAM MANAGER (MAINTENANCE & COMPLIANCE)			
Reference No.	A4939	Type	Generic
Service	Property		
Job Family	Team Manager 2	Grade	FC9

Purpose
To be responsible for the operational management and development of a group of professional and technical staff in a specified Property Services team delivering key service expectations.
To contribute and where appropriate take a lead role for the development, implementation, monitoring and management of key functional activities and initiatives as delegated by the Lead Professional and where appropriate the Property Services Management Team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing professional leadership and management of a designated team through personal and team development, coaching, managing attendance, performance and conduct. Ensuring staff are well motivated, supported and trained to achieve service and section targets and objectives.	<p>Educated to SCQF level 7, which includes HNC or Advance Highers or equivalent in a related subject</p> <p>Substantial post qualification experience</p> <p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant subject</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Willingness to undertake additional studies to at achieve least SCQF level 8 or equivalent (if not already held)	✓	
Allocating resources from within the team or where appropriate assist in the appointment of external consultants. Working in conjunction with the Programme Office to confirm resources required to meet proposed programmes of work.	Leadership skills Experience of supporting staff development Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures Ability to co-ordinate and prioritise tasks to tight schedules	✓ ✓ ✓	 ✓
Developing a culture of continuous improvement and effective means of communication and problem solving, ensuring that high standards are maintained at all times.	Ability to monitor performance and review information to make improvements	✓	
Managing projects where required, ensuring the implementation of Council policies, service strategies, national regulatory standards, and statutory procedures.	Initiative, personal resilience and experience of delivering change	✓	
Managing/operating in accordance with agreed health and safety protocols and within the wider context of the Council's Health and Safety Policy and other relevant statutory and legislative requirements, for example the Health and Safety at Work Act 1974 and Construction Design and Management Regulations 2015.	Knowledge of CDM 2015 Regulations, Asbestos awareness, Health and Safety at Work Act etc. Experience of compiling suitable and sufficient risk assessments.	✓ ✓	
Maintaining an awareness of changes in legislation, regulation and good practice at a national level which impact on the delivery of Property Services functions, providing recommendations to the Lead Professional for consideration and implementation.	Knowledge of appropriate standards and legislation applying in the construction industry (specifics under role specific section) and the ability to keep abreast of changes.	✓	
Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.	Communication skills (both written and oral)	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
With the assistance of the Programme Office, programming, and monitoring team workload to ensure projects are delivered on time, on budget and to the required specification in accordance with Best Value.	Ability to develop and deliver service improvements and initiatives	✓	
Working with any part of the Operational Budget which may be devolved to the postholder by regular monitoring, taking any corrective action, as necessary.	Knowledge of budgetary control measures both Capital and Revenue		✓
Contributing to ensuring adequate policies and management and operational practices are in place to minimise risk to the Council.			
Contributing to the development of an effective Service Change plan. Ensuring that team plans are aligned to Service Change Plan priorities, defining objectives and targets, key results and outcomes and measuring and monitoring progress.			
Contributing and where appropriate prepare and deliver reports, presentations etc on a range of issues ensuring that any proposals align with Council and Service objectives/priorities.			
Complying with the Councils Scheme of Administration, Standing Orders and List of Officer Powers.	Knowledge and experience of Local Authority Procedures		✓
	Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests		✓
Deputising for the Lead Professional on issues relevant to the remit of the specific post as required.	Ability to provide a regular and effective service	✓	
Representing Property Services as required on internal and external working groups. Liaising with external agencies etc.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
TEAM MANAGER (MAINTENANCE)			
To be responsible for the operational management and development of Inspectorate and Building Surveying Teams.			
Leading the day-to-day provision of arising repairs minor works and general advice in relation to electrical, heating and mechanical, fixed wiring and PAT testing in non-domestic buildings.	Working knowledge of Building (Scotland) Regulations 2004.	✓	
Managing the planning and delivery of an ongoing programme of building condition surveys in accordance with Audit Scotland requirements.			
Ensuring the consistency of quality and timeous input of building condition survey data to TF Cloud to allow effective prioritisation and planning of planned maintenance projects.			
Liaising with clients to prioritise projects, provide high level budget costs and provide technical advice to clients where appropriate.	Experience of construction industry and related project costs	✓	
Contributing to the preparation of prioritised planned maintenance programmes of work, taking into account feedback from Inspectorate and Building Surveying staff members.			
TEAM MANAGER (COMPLIANCE)			
To be responsible for the operational management and development of staff within the Buildings Compliance Team.			
Leading the day-to-day provision and implementation of a Buildings Compliance service ensuring the adherence to related standards and procedures, such as water quality, asbestos, gas safety, etc.	Working knowledge of regulations required to ensure compliance including, but not limited to, Control of Legionella, Control of Asbestos, Gas Regulations, Electrical Regulations etc.	✓	
Liaising with colleagues, both within Property Services and Client Services, to promote timely compliance and prioritisation of compliance related matters.			
Providing professional advice on compliance issues.			

Role Profile

<p>To be responsible for the day-to-day review, management and tendering of Property Service annual maintenance contracts.</p>	
<p>Providing professional/technical advice on Property Service, service/maintenance contracts including input into contractual claims and/or dispute resolution where necessary.</p>	<p>Ability and knowledge of management of contractual agreements.</p>

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.