

LEAD PROFESSIONAL

Reference No.	A4397	Type	Generic
Service	Property Services		
Job Family	Team Manager 3	Grade	FC10

Purpose

To be responsible for the development, implementation, maintenance and management of key professional and/or technical standards and competences including supporting systems and procedures for a professional discipline, on a Service wide basis, as delegated by the Service 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
Maintaining awareness of changes in legislation, regulation and good practice at a national level which impact on the delivery of Property Services functions.	Chartered Membership of a relevant professional body with significant post-chartered qualification experience	✓	
Representing Property Services as required, e.g. internal and external working groups, liaising with external agencies.	Educated to SCQF level 9, which includes a Degree or equivalent	✓	
Keeping abreast of current and future developments and requirements in professional and /or technical work standards, competencies and performance, informing and advising the Property Services Management Team, and where appropriate the Head of Property, on current and future trends, requirements and initiatives.	Leadership skills (Take ownership – See ‘How We Work Matters’ Framework)	✓	
Keeping abreast of current and future developments and requirements in statutory/ legislative provisions as they relate to a professional discipline(s) on a Service wide basis. Informing and advising the	Experience to develop and deliver service improvements and initiatives (Deliver results)	✓	
	Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)	✓	

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
Property Services management team, and where appropriate the Head of Property, of current trends and requirements. Ensuring that staff within the professional discipline(s) are kept up to date and that their practices reflect appropriate standards.			
Working with colleagues within E&E / Property Services, other Council Services, professional bodies and others agencies, to source, develop and ensure employees are supported in attaining and maintaining current and future professional/technical work standards, competencies and performance.	Initiative, personal resilience and experience of delivering change (Focus on customers)	✓	
Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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	E	D
LEAD PROFESSIONAL – ARCHITECTURE			
Leading the design and project teams to deliver major projects or programmes of work.			
Maintaining and promoting an awareness of current and developing technology and procedure in the architectural profession and construction industry.			
Promoting the benefits of quality architecture and good design to benefit the communities the Council serves in Fife.			
Promoting and maintaining the highest professional standards and skills amongst the architectural staff in the Service.			
Promoting and developing architectural knowledge, design and practice to address the climate change and carbon challenges facing both the Council and Society.			
LEAD PROFESSIONAL – ELECTRICAL, MECHANICAL & ENERGY			
Leading the electrical, mechanical and energy teams to deliver major projects or programmes of work.			
Planning of team workloads.			
Promoting and developing electrical, mechanical and energy knowledge design and practice to address the climate change and carbon challenges facing both the Council and Society.			
Leading the team to ensure the effective use of energy in Fife Council’s non-domestic properties.			
LEAD PROFESSIONAL – MAINTENANCE & COMPLIANCE			
Lead a multi-disciplinary project team and provide leadership on all Buildings Compliance related matters within Property Services.			
Planning of team workloads.			
Preparation of planned maintenance programmes of work.			
Providing professional advice on the Authority’s building contracts.			
Providing advice on tenders received.			
Provision and implementation of Buildings Compliance related standards and procedures, such as Water Quality, Asbestos, etc.			
Monitoring Buildings Compliance quality and workmanship.			
Leading the team to ensure the effective use of energy in Fife Council’s non-domestic properties.			
Providing the lead for Buildings Compliance.			

Role Profile

LEAD PROFESSIONAL – NET ZERO			
Leading, managing and co-ordinating the delivery of a programme of projects to enable the Council to reduce CO ₂ emissions from the non-domestic buildings to comply with national and international legal obligations.			
Preparation and prioritisation of projects to achieve greatest CO ₂ reductions from the funding available.			
Leading and ensuring delivery on budget, to time frames and to plan.			
Monitor and evaluate realised benefits of projects delivered to help inform future programme.			
Work closely with the Lead Professional Maintenance & Compliance to agree where complementary Planned Maintenance projects may be carried out concurrently.			
Leading and ensuring delivery on budget, to time frames and to plan.			
LEAD PROFESSIONAL – Estates			
Development, implementation and management of staff to ensure an effective estate surveying service.	RICS Registered Valuer or already have the qualifications to become a Registered Valuer	✓	
Play a lead role in the development of strategies, and practices in support of an efficient property estate management service (leased land /buildings and council operational assets).	Full driving licence	✓	
Responsible for the execution of all aspects of commercial property estate management including rent reviews, lease lettings/ renewals, acquisitions and disposals, together with asset valuations, market valuations and any other general practice surveying activity			
Monitor all relevant financial aspects arising from property transactions including appropriate VAT categorisation for rental and other income.			
Maintain the Asset Management Information System (the database which records Council ownership) – includes recording, checking and updating the records held on the system			
Preparation of Committee reports and briefing notes in respect of the property activities			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>