



Role Profile

Team Manager Building Standards & Public Safety			
Reference No.	A4773	Type	
Service	Protective Services		
Job Family	Team Manager 3	Grade	FC10

Purpose
To assist the Service Manager lead and manage the team of Lead Professionals and professional staff ensuring the delivery of a high quality service that meets customer expectations.
Leading on change is particularly important and developing new ideas and efficient ways of working to meet the requirements of Scottish Government legislation and performance targets.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Operational Management:
To drive the work of the team to develop business areas of public safety, verification services, reasonable enquiry, energy and sustainability, design construction and accessibility.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Experience of managing in a Building Standards role with people management as well as operational responsibilities.	X	
Educated to SCQF level 9, which includes a Degree or equivalent	X	
Membership of an appropriate professional body e.g. RICS or CABE	X	

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Manage selected major projects and service delivery areas, ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations	Knowledge of relevant regulation, legislation and statutory requirements	<input checked="" type="checkbox"/>	
Maintaining, implementing, meeting and promoting the BSD Operating and Performance Frameworks as required by the BSD and Scottish Ministers verification appointment conditions.	Ability to interpret complex performance data	x	
Standing in as lead contact on all building standards and public safety matters for the Head of Service when the Service Manager is not available.			
Leading a co-ordinated business-focussed approach to Service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Experience of driving change (see 'How We Work Matters' framework)	x	
Leading and managing designated team functions, making sure that strategies and priorities are set, service levels and customer satisfaction are continually improved, and work-plans deliver to agreed priorities.	Ability to work to deadlines	x	
Leading the team Health and Safety group covering all employees visiting construction sites and properties across Fife.	Experience of Health and Safety risk assessments	x	
Optimising service delivery by managing, developing and monitoring the Team budget and authorising and approving expenditure within agreed limits e.g. overtime, expenses, temporary appointments.	Financial management experience	x	
People Management:			
Oversee and the work of Lead Professional Surveyors to ensure quality and coordinate/direct as appropriate to ensure working towards the team objectives.	Leadership and coaching skills	x	

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Providing appropriate support for case officers, including team building, conflict management and motivation.	Team building skills Management skills	X X	
Providing professional leadership and support to team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge, sharing within and across teams.	Strategic thinking Committed to understand business priorities (see 'How We Work Matters' framework)	X X	
Encouraging cross service/inter-service working by encouraging employees, where practicable, to participate.	Experience working with internal and external partners	x	
Performance Management:			
Leading the annual audit of skills knowledge within the verification team, in line with the Scottish Government guidelines, and to oversee the development of training plans for each case officer.			
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Managing and analysing performance levels for the relevant functional area. Developing and implementing solutions for continuous improvement to team performance measured by the Building Standards Division annual customer survey.	Experience using LEAN methodology Ability to produce creative and practical solutions	X X	x
Ensuring that quality standards are identified, monitored, achieved and continuously improved.	Quality assurance experience	x	
Investigate and resolve complaints where required.	Customer service skills	x	

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Ensuring employees are achieving the outcomes of the team in a focussed and prioritised manner as key contributors to the Team/Service Plan, The Plan for Fife and Fife Council objectives	IT Skills/new ways of working (see 'How We Work Matters' framework)	x	
Financial Management:			
Managing of the Dangerous Buildings budget account and the overall repayment and charging processes.			
Seeking opportunities to enhance income streams in order to enhance team budgets e.g. through external funding support and partnership approaches to service delivery.			
Authorising spend on major work to dangerous building, including participating in the out of hours.			
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:

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Job Title (Specialists Tasks)			

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.