



# Role Profile

Lead Professional				Purpose			
Reference No.	SS1551	Type		<p>To support and assist the Service Manager in ensuring the effective organisation and delivery of the statutory and non-statutory, technical, professional and operational standards to achieve the requirements of the Team and service as a whole.</p> <p>To develop and implement new initiatives within the service, ensuring liaison and collaboration across and between portfolio areas as appropriate, which will consistently deliver high quality customer focused services</p>			
Service	Protective Services						
Job Family	Professional 3	Grade	FC9				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
<b>People Supervision:</b> Ensure the maintenance of appropriate standards of conduct and performance, initiating formal disciplinary measures if required in liaison with your Service Manager.				Considerable post qualification experience in a Building Standards & Public Safety context with moderate experience in a higher level post		✓	
Apply people management skills e.g. staff motivation, team building, conflict resolution.				Track record as effective supervisor Ability to lead, motivate, develop and support team members to perform to the highest possible standards		✓	✓
Maintain an overview of the Team's activities in order to meet agreed targets by the allocation of staff/resources to meet competing priorities. Allocate and schedule work on an ongoing basis. Advise the Service Manager of relevant issues.				Ability to prioritise, meet deadlines and respond positively when under pressure		✓	✓

E = Essential Criteria    D = Desirable Criteria

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Contribute to, support and oversee the satisfactory completion of the workload, including participating in, and contributing to the achievement of the Service and Team Plans.	Ability to provide team with professional and leadership support	✓•	
Carry out processes to service standards within the employee development and recruitment framework in line with the corporate process e.g. provide support or on-the-job coaching and contribution management.	Ability to demonstrate knowledge and understanding of Fife Council's policies and procedures.	✓•	
Ensure new and existing staff are trained to undertake duties within the Team. Undertake training needs analysis in line with service delivery requirements. Appraise the Service Manager of any training requirements.			
<b>Performance Management:</b>			
Assist in the investigation of complaints where required, review the nature of the complaints in line with the corporate and service Complaints Procedure and standards.	Considerable post qualification experience in a Building Standards & Safety (Building Control) context with moderate experience in a higher level post	✓•	
Review <i>relevant</i> practices and procedures to promote improvements to service delivery and client satisfaction by more effective use and deployment of resources within the team to contribute to the wider service and corporate goals.	Knowledge and understanding of political awareness and sensitivity within context of Local Authority and current Resources objectives	✓•	
Ensure all work is carried out in line with, and assist in developing quality assurance and best practice procedures.			
<b>Financial Management:</b>			
Assist with the operation and control of the budget in liaison with your Service Manager. Provide information to the Service Manager(s) for the preparation of budgetary estimates, spending profiles and plans.	Understanding and appreciation of objectives and constraints of Fife Council Protective Services	✓•	
Apply appropriate audit, control and collection procedures to monitor expenditure.	An understanding of Best Value and Customer oriented working practices	✓•	
Ensure budget information is available timeously for inclusion in any Team/Service budget process.			
Authorise payments to contractors, operators and suppliers as required.			
Ensure income is in line with contract and service budgets.			

## Role Profile

<b>Operational Management:</b>
To ensure that all established routine (day to day) processes, policies and protocols (technical, team, H&S, workload and customer services) are followed to support the provision of all BS&PS services.
To prepare strategies and project plans as necessary to prepare BS&PS for future Verification technical audits, including development/adjustment of policies, procedures, protocols and development of suitable monitoring.
To be a focus for all technical policy and related matters (Verification, Statutory and Partnership Working) within BS&PS, supporting the Service Manager and the BS&PS Management Team.
Develop a processes and procedures to drive consistency of building warrant technical appraisals, fire engineering and compliance inspections and checks.
Cover for Lead Officers as directed by the Service Manager during holidays/illness – effectively acting as the Lead Officer for that team.
To monitor the Building Standards Division (BSD) website, publications/letters and provide early guidance on any future/new legislation or amendments to the Technical Handbooks the research and identify any issues for SM/BSMT.
To identify training requirements and plan suitable CPD activities relating to current and proposed technical issues.
Lead for all technical consultations with the BSD, researching and making recommendations to SM/BSMT.
As directed by the Service Manager, manage and chair BS&PS Technical Policy Group (TPG) to collect customer and stakeholder concerns re consistency of application of technical policy.
Collate, update/develop and maintain all BS&PS technical procedural and health & safety protocols, ensure associated systems in place e.g. Structural, Electrical, Energy and Fire Engineering protocols.
Collate and manage alternative approaches in line with BS&PS protocols to ensure consistency, including considering relationship with TPG and national LABSS Policy Notes.
Assist Service Manager in any other areas of technical involvement (joint publications, information for BS&PS website etc).
To lead on appropriate joint initiatives within Protective Services as determined by the Service Manager in relation to agreed areas of joint working.

Educated to Degree level in a relevant subject	✓.	
Considerable post qualification experience in a Building Standards & Public Safety	✓.	
Track record as effective supervisor		✓.
Creative thinker	✓.	
Excellent communication skills, both oral and written	✓.	
Ability to work as a team member	✓.	
Persuade and influence effectively	✓.	
Excellent negotiation/ interpersonal skills with a range of audiences	✓.	

## Role Profile

Represent the Service at Council Committees, Sub-Committees, Community Partnership Groups, Cross-Service Working Groups and Project Teams as required.	Excellent communication skills, both oral and written	✓.	
Provide support at preliminary warrant/project/public safety/partnership meetings as directed by Service Manager.			
Deputise for the Service Manager as required e.g. report writing, letter writing, meeting attendance, mail handling.			
Work with colleagues from within or outwith the Service to help the Council and its constituent Services and partners adhere to and achieve corporate objectives.			
Dealing with Building Warrants, as determined by the Service Manager.	Ability to prioritise, meet deadlines and respond positively when under pressure	✓.	
Allocate and supervise the work of staff within priorities and context as set by the Service Manager, to achieve and maintain targets both on a day to day basis, and on specific operational projects.	Ability to provide team with professional and leadership support	✓.	
Deliver a customer-focused approach to service provision, consistent with the Council's corporate and service objectives/policies.	Able to provide regular and effective service.	✓.	
	The ability to travel effectively throughout Fife to maintain service delivery	✓.	
Full professional membership must be maintained for the duration of this post	Membership of appropriate professional body	✓.	
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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<b>Job Title (Specialists Tasks)</b>			
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## 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.