

LEAD OFFICER (CIVIL & STRUCTURAL ENGINEERING)			
Reference No.	SS1292	Type	Individual
Service	Property		
Job Family	Team Manager 2	Anticipated Grade	FC9

Purpose
<p>To be responsible for the operational management and development of professional and technical staff in the Civil & Structural Engineering Team within Property Services, delivering key service expectations.</p> <p>To contribute and where appropriate take a lead role for the development, implementation/ delivery, monitoring and management of key functional activities and initiatives as allocated or delegated by the Professional Services Service Manager and where appropriate the Property Services Senior Management Team.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Leading and managing a professional/ technical team with responsibility for the development and delivery of the civil & structural engineering function within Property Services.</p> <p>Undertaking an individual lead or assisting role in the development and delivery of individual projects or programmes of work or other initiatives forming part of Property Services core delivery objectives.</p>		<p>Educated to degree SCQF level 9, which includes a degree or equivalent in a related subject.</p> <p>Substantial post qualification experience.</p> <p>Professional/ Technical qualification related to Civil and/or Structural Engineering related discipline(s).</p>	<p>√</p> <p>√</p> <p>√</p>	

Role Profile

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Providing professional/ technical advice in relation to engineering and construction projects, including input into procurement strategy, conditions of contract, contractual claims and/or dispute resolution where necessary.				
Supporting the Professional Services Group Service Manager and Lead Professional, to develop a culture of continuous improvement and effective means of communication and problem solving, ensuring that high standards are always maintained.		Ability to monitor performance and review information to make improvements (Deliver results)	√	
Working with any part of the Service Operational Budget which may be devolved to the postholder by regular monitoring, reporting and taking any corrective action, as necessary. Monitoring individual project and programme budgetary and expenditure related forecasts (anticipated v actual) and reporting/ making corrective recommendations to the client or senior managers as required.		Experience of budgetary responsibility.		√
Maintaining awareness of changes in legislation, regulations and current good/ best practice and providing advice to the Professional Services Group Service Manager, Lead Professional and the Property Services Management Team of all matters within the remit of the post, as appropriate.		Knowledge of appropriate Standards and Legislation applying in the construction industry	√	
Developing, implementing and managing specific strategies and initiatives in own professional/ functional area and the wider Property Services involvement.		Communication skills (both written and oral)	√	

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Allocating resources from within the team or where appropriate appoint and manage external consultants. Working in conjunction with the Programme Office to confirm resources required to meet proposed programmes of work.		Ability to co-ordinate and prioritise tasks to tight schedules.	√	
Contributing to ensuring adequate policies and management and operational practices are in place to minimise risk to the Council.		An awareness of changes in legislation, regulation and good/ best practice at a national level which impact on the delivery of Property Services functions, providing recommendations to the Professional Services Group Service Manager for consideration and implementation.	√	
Ensuring safe systems of work, including the use of resources including plant and equipment, within the team that promotes, stimulates, and encourages the highest standards of health and safety for staff.		Knowledge of HASAW Act, 1974, etc Knowledge to compile suitable and sufficient risk assessments and knowledge of process.	√ √	
Managing/operating in accordance with agreed health and safety policies and 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 the Construction Design and Management Regulations 2015.		Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)	√	
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 to and where appropriate preparing and delivering reports, presentations etc. on a range of issues ensuring that any proposals align with Council and Service objectives/priorities.		
Acting as Contract Administrator (or Project Manager under NEC3) and taking lead responsibility, or alternatively acting as an engineering resource, in relation to the delivery of engineering or construction projects for the Council from inception to completion. To include, but not limited to:		Initiative, personal resilience and experience of delivering change (Focus on customers) Valid UK driver's licence	√ √	

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<ul style="list-style-type: none"> • Preparation of feasibility studies for engineering projects/ elements of projects. • Preparation of engineering design work, working drawings and specifications. • Preparation of bills of quantities, employer's requirements and other contract documentation for engineering projects/ elements of projects. • Checking, analysing and reporting on engineering tenders received. • Administering projects involving external contractors and these fully in accordance with the most relevant conditions of contract, normally NEC3, NEC4 or SBCC. • Undertaking value engineering/ negotiating savings in relation to engineering tenders. • Carrying out interim and final valuations for contractual payments. • Costing variations and negotiating and agreeing with Contractors. • Evaluation and settlement of contractual claims. • Preparing, checking and settling final accounts. • Acting as Employer's Agent on design-and-build projects. • Acting as Project Manager or undertaking other appropriate roles particular to partnering or similar contracts. • Other activities appropriate to other methods of procurement. 				
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.		✓ ✓

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Providing effective professional leadership and management of the Civil & Structural Engineering Team within Property Services through personal and team development, coaching, managing attendance, performance and conduct, and allocation and monitoring of project work. Ensuring staff are well motivated, supported and trained to achieve service and section targets and objectives.		Leadership skills (Take Ownership – see How We Work Matters Framework) Experience of supporting staff development Management skills Knowledge of Fife Council’s Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures.	√ √ √	√
Deputising for the Professional Services Group Service Manager or Lead Professional on issues relevant to the remit of the specific post as required.		Ability to provide a regular and effective professional service	√	
Representing Property Services as required on internal and external working groups. Liaising with external agencies etc.				
Participating in the recruitment of staff, reviewing applications and participating in interview panels etc.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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Additional tasks or responsibilities – this is a generic role; however, this job may also require you to undertake the following:				
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JOB TITLE (of Specialist 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:	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>

Role Profile

Job Evaluation Information – this section should only be completed where there is a need to evaluate the grade for a job. **The evaluation will be done using the Scottish Council’s Job Evaluation Scheme. To assist with this, Guidance Notes are available on [HR Online](#)** . The information in this section will be used only for evaluating the grade and will not be included in any other documentation i.e. Recruitment, Performance Management or Talent Management.

FACTOR	DESCRIPTION
Working Environment	Will predominantly be working from home or office-based but will also regularly involve travelling to and from external project sites while carrying out work-related duties. Will be exposed to dust, noise and possibly fumes on building sites, also working at height on occasion. Inspections may involve accessing and manoeuvring within confined spaces, e.g., below floors or within roof spaces. Will need to wear appropriate PPE. Anticipate 20% to 30% will involve remote working on site or within Council properties. Difficult to be accurate in this respect but believe this is a reasonable estimate.
Physical Co-ordination	As above, predominantly working from home and office based, using keyboard would be main requirement for physical co-ordination. Use of CAD, Office 365 and FC in-house IT systems will typically form part of daily work involvement. Will need to be able to drive as some sites are remote, as a means of managing workload. Only required to drive cars – no towing / driving is not an integral part of the job in terms of requirement to manoeuvre vehicle.
Physical Effort	Position will require only basic physical effort. Effort will be required standing/walking whilst involved in site visiting activities. As above, as a significant part of role is likely to be in relation to the site surveys and inspections, anticipate this will be for 20 to 30% of the time.
Mental Skills	The postholder will be required to resolve arising problems within the Council’s engineered built assets/ estate, as well as in relation to developing engineering design solutions both for remedial works and new build scenarios, both of which can be complex, and administration and contractual matters. The postholder will be required to use analytical and problem-solving skills to identify where and why engineering problems and failings are occurring and thereafter to develop remedial solutions. Similarly with new build projects, the client’s brief requires interpretation and then developed into a design solution which once accepted requires delivery on site. Information in relation to the engineering projects plan is often of a multi-disciplinary nature and will involve consultation with colleagues to gather in the relevant information.
Concentration	The postholder will require focused mental attention when considering engineering solutions as detailed above within ‘mental skills’, situations and information under consideration are normally complex. The period of focus required likely to be between 1-2 hours. The aspects which are likely to create most pressure would be conflicting or

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	simultaneous demands – whilst predominantly personally responsible for individual project delivery, the post holder will be responsible for the wider civil & structural team activity.
Communication Skills	The postholder will be required to have both excellent written and spoken communication skills. He will represent Property Services at project related client and site meetings and wider departmental and management meetings. He will be required to provide written reports to senior managers, clients and on occasion elected members and Committees as required in relation to delivery of projects and programmes of work
Dealing with Relationships	The postholder will not generally meet people who are disadvantaged, abusive, threatening or otherwise.
Responsibility For Employees	<p>The postholder has direct responsibility for the work and wellbeing of internal staff within the civil & structural engineering team, and will provide support, guidance to wider Property Services staff as required. In addition, he will be required to organise and oversee the work undertaken by external contractors employed to undertake project works.</p> <p>In terms of the Civil & Structural Engineering Team, the postholder will manage the collective activity of the Civil & Structural Engineering Team. He will review the workload and activities undertaken and prioritise where necessary. He will monitor individual performance and address any issues or deficiencies as required. He will be responsible for the implementation of personnel practice for the following staff:</p> <ul style="list-style-type: none"> • 1 x Engineering Assistant FC8 • 3 x-Engineering Technician 1’s FC8 • 1 x Engineering Technician 2 FC7 <p>Responsible for the direction of the Civil & Structural Engineering Team activities.</p>
Responsibility For Services to Others	The postholder is predominantly responsible for the assessment of client service requirements relating to civil and/or structural engineering projects – this can involve both internal and external customers. The assessment can involve discussions regarding the scope of involvement and the works. The postholder will manage the quality and delivery of civil & structural engineering services/ programmes to client/customer requirements. He will also lead the design, development/delivery of individual projects or programmes of work, which would be the predominant role.

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Responsibility For Financial Resources	<p>The postholder will have indirect responsibility for financial resources. Responsibility is budgetary – he will be responsible for the monitoring of project and programme spending/forecasts. He will also be responsible for ensuring that projects and programmes are managed and maintained within budget.</p> <p>The post-holder will also be involved in undertaking interim and final valuations relating to engineering or construction projects, and the approval of subsequent payments to Contractors. These projects can typically be up to £500,000.00 in value.</p>
Responsibility For Physical & Information Resources	<p>The factor takes into account the "PRIMARY" or the main types of resources for which the jobholder is responsible in the course of normal working, i.e. in terms of the FREQUENCY AND/OR DURATION with which the jobholder uses/ deploys/ utilises/ maintains/ repairs/ secures/ manages/ adapts/ designs/ develops/ purchases, these resources. This need not relate to the overall value of specific resources.</p> <p>The factor also considers the "SECONDARY" or any other resources for which the jobholder has less responsibility in terms of the frequency and duration with which the jobholder is required to exercise responsibility, not to resources which are of lesser value.</p> <p>The postholders primary responsibility is in terms of the delivery and management of the civil & structural engineering function within Property Services. He is required to ensure the related systems (e.g., COMIS, SharePoint, Windows File Share) remain current and effective in the provision/development/management of data and information to allow Property Services Fife Council to manage their delivery obligations and commitments financial and legislative commitments. The post holder will provide a lead role in relation to these ensuring the regular updating and maintenance of these systems., providing direction and technical advice to ensure continuity, longevity and futureproofing of the Fife Council Non-Domestic Buildings and heat networks.</p> <p>The postholder has secondary responsibility for the management and maintenance of various physical engineering surveying and measuring equipment used in delivering the civil & structural engineering function, e.g., Total Station valued at £8,000.00, various dumpy levels, electronic measuring devices, physical measuring devices, staffs etc. He</p>

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	is required to ensure that the equipment plant is managed, that long-term planned maintenance is scheduled and that any arising repairs are addressed to ensure the continuity of use within the service.
Initiative & Independence	The postholder will be expected to use his initiative to deal with arising matters, generally working within defined policy guidelines, rather than specific established procedures. He will be expected to deal with routine matters, however, to consult with line manager/colleagues for advice/guidance were faced with a more problematic matter.
Knowledge	The postholder will require specialist knowledge in relation to civil and/or structural engineering services, as well as a professional/technical knowledge gained through the study of an Engineering related discipline.