

TEAM MANAGER – CLERKS OF WORKS			
Reference No.	A5730	Type	Generic
Service	Property		
Job Family	Team Manager 2	Grade	FC9
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
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.			

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.		
Person Specification: Skills, Knowledge, Qualifications or Experience	E	D
Criteria can apply to more than one task or responsibility		
Educated to SCQF level 7, which includes HNC or Advance Highers or equivalent in a related subject.	✓	
Substantial post qualification experience.	✓	
Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant subject.		✓
Willingness to undertake additional studies to at achieve least SCQF level 8 or equivalent (if not already held)	✓	
Leadership skills (Take Ownership – see How We Work Matters Framework)	✓	
Experience of supporting staff development	✓	✓

Role Profile

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	Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures.		
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.	Ability to co-ordinate and prioritise tasks to tight schedules. (Deliver results)	✓	
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 (Deliver results)	✓	
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 (Focus on customers)	✓	
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)	✓	
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 (Deliver results)	✓	

Role Profile

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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:			
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TEAM MANAGER – CLERK OF WORKS

To be responsible for the operational management and development of staff within the Clerk of Works Team.	Experience of managing a team/ organising workloads, project plans etc.	✓	
Leading the day-to-day provision and implementation of a Clerk of Works service, ensuring the quality of workmanship is up to standard and is complaint with related standards and procedures, such as British Standards, Health and Safety etc	Working knowledge of regulations required to ensure compliance including, but not limited to, The Scottish Building Standards, Relevant British Standards such as Building Standards technical handbook 2017: domestic buildings, The Health and Safety at Work Act 1974 etc.	✓	
Liaising with colleagues and clients, both within Fife Council and externally,	Extensive experience of construction industry and general building works.	✓	
Providing professional advice on Clerk of Works issues along with ensuring the Clerk of Works team are up to date with updates on required standards etc by organising training/ CPD.			
Managing the planning and delivery of staffing for Clerk of Works provisions on an ongoing programme of construction work projects	Ability to plan and forecast workload requirements on various sized contracts to ensure continuity of service and determine staffing numbers required.		✓
Providing professional/technical advice on Property Service, service/maintenance contracts including input into contractual claims and/or dispute resolution where necessary.	Ability and knowledge of management of contractual agreements.	✓	

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 – It is essential that you display the following behaviours as they are expected of all our employees:

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.