



Role Profile

LEAD CONSULTANT – ROADS AND LIGHTING ASSET MANAGEMENT			
Reference No.	I431.01	Type	Individual
Service	Roads & Transportation Services		
Job Family	Professional	Grade	FC9

Purpose
To lead and manage a professional and technical team providing professional supervision, specialist and/or technical guidance and advice.
Manage and co-ordinate all of the activities and functions of the team and others within and out with the Service to ensure the consistent development, improvement and delivery of high quality, best value, customer focused services.

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
Managing an effective Roads and Lighting Asset Management Team and provide the team with professional leadership, direction and support. Establish and maintain standards of conduct and performance including development and implementation of any improvement action(s) required.	<p>Educated to SCQF level 9, which includes a Degree or equivalent (Working Together – See How We Work Matters Framework)</p> <p>Member of an appropriate professional body</p> <p>Registered as a chartered engineer with the Engineering Council</p> <p>Ability to provide a regular and effective service.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Managing the workload of the team to ensure the efficient and effective use of staff resources to ensure service delivery to agreed targets/standards and in accordance with Council and Service	Significant period of post qualification experience in the roads and civil engineering industry or similar	✓	

E = Essential Criteria D = Desirable Criteria

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priorities.	environment		
Co-ordinating the scheduling of workload and resources establishing forward work plans to provide an effective and programmed service including making adjustments to accommodate any changes in priorities and/or workloads.	Staff management skills(Deliver results)	✓	
Liaising closely with the Service Manager to ensure service delivery remains at a consistent, high professional level including deputising for the Service Manager as and when required.	Extensive knowledge of civil engineering functions with a particular knowledge of highways maintenance and asset management practices and systems	✓	
Preparing and delivering committee reports, presentations, papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities and represent the Service at Council Sub Committees, Working Groups, Cross Service Working Groups and Project Teams as required.	Knowledge of relevant legislation and statutory requirements	✓	
Managing and controlling the team budget, contributing to the budget setting process and ensuring all required audit and/or monitoring arrangements are in place to control expenditure and recover any income charges/fees due.	Financial and budgetary monitoring skills		✓
Managing health, safety and welfare to ensure that the requirements of legislation, policy, procedures and instructions are properly implemented to make the working environment as safe and healthy as possible for employees and others who may be affected.	Knowledge of civil engineering specifications, conditions of contract and tendering procedures	✓	
Leading on the development and review of team processes, practices and procedures to promote improvements to service delivery and assist with wider efficiency & effectiveness reviews providing input to Service Improvement Plans as and when required.	Experience of providing professional leadership and support	✓	
Developing and promoting the Council's culture change both externally and within the workings of the Unit.	Ability to drive forward change under challenging circumstances	✓	
Leading on the development, delivery and review of a Fife-wide unmetered electricity supply contract. Apply effective cost and information control procedures to ensure energy charges are correctly	Ability to demonstrate performance management skills	✓	

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estimated with a focus on minimising energy consumption.			
Leading on the review, monitoring and management of the DNO Service Level Agreement and any required service delivery issues and reporting.	Ability to demonstrate resource management skills	✓	
Assisting with the development, implementation and management of the traffic signal and VMS maintenance contract.	Communication skills both written and oral	✓	
Leading on and manage an integrated asset management system for the roads & lighting inventory co-ordinating the development and operation of asset registers and ensuring the adequacy of internal control procedures including the regular updating and maintenance of inventory information.	Possess a high degree of political awareness and sensitivity with the ability to relate to elected members (Focus on customers)	✓	
Leading on, co-ordinate and develop Asset Management Plans for roads and lighting related infrastructure accordingly.			✓
Leading and developing the Service Pavement Management System and surveys, providing reports on road condition Performance Indicators and maintenance strategies.	Additional professional or managerial qualification		✓
Leading the development of systems to monitor and review the local roads assessment system to enable road, footways and drainage schemes to be ranked on a consistent and prioritised basis.	Considerable period of experience in managing and delivering highway maintenance projects and asset management system		✓
Developing/implementing the network referencing system for the roads network and hierarchies.	Experience of formulating management and technical solutions for complex civil engineering/highway maintenance projects (Take ownership)		✓
Participating in the ongoing development and management of the integrated asset management systems for the roads lighting infrastructure together with mobile working implementation.			
Leading the development, implementation and management of effective electrical and structural testing programmes, investigating and analysing the results and preparing future maintenance programmes.	Experience of managing complex work programmes		✓

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Co-ordinating the Council's List of Public Roads and issues relating to policy development; Maintain records of additions/deletions; Respond to property enquiries etc. deal with requests for adoption; maintain the road length database and deal with Service land ownership related issues and input to planning applications.	Experience in various methods of presentation skills		✓
Maintaining records regarding inherited adoption status, maintenance hierarchy, car parks, landscaped areas within the road boundary and land ownership and deal with related issues such as private roads.	IT skills (Embrace technology and information)		✓
Developing policies/initiatives and maintain records for roads in Council ownership but not on the list of public roads.			
Managing and maintaining the National Streets Gazetteer and update Fife records with the Gazetteer.			
Co-ordinating the development and implementation of polies, procedures and systems to manage the road network to safeguard Council interests and fulfil its statutory obligations under the Roads (Scotland) Act.			
Applying employee management practices to ensure the effective business continuity of the team including employee development/contribution management, recruitment and selection and compliance with all Council policies and procedures.			
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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results