



# Role Profile

Lead Consultant – Roads and Lighting Contracts			
Reference No.	G440.01	Type	Generic
Service	Roads and Transportation		
Job Family	Professional	Grade	FC9

Purpose
To provide professional supervision, specialist and technical guidance, management and co-ordination of the activities and functions of a 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 and providing a team with professional leadership, direction and support. Setting and maintaining standards of conduct and performance and undertake any disciplinary action required.	Educated to SCQF level 9, which includes, a Degree or equivalent	✓	
	Chartered Member of a Professional Institution		✓
	Leadership skills	✓	
Establishing effective linkages and strong working relationships with key contacts both internal and external to the Council to help promote the Service and improve service delivery.	Communication skills (Focus On Customers – See How We Work Matters Framework)	✓	
Preparing and delivering committee reports, presentations, papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities	IT skills (Embrace technology and information)		✓

E = Essential Criteria    D = Desirable Criteria

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Co-ordinating the scheduling of workload and resources to provide an effective and programmed service ensuring effective utilisation and management of resources	Knowledge of Health and Safety legislation	✓	
Managing the workload of the unit with some staff at remote locations, to ensure the efficient and effective use of staff resources to ensure programme delivery	Performance management skills (Work together)	✓	
Responding to urgent/ emergency changes in unit priorities by moving staff within the Unit to deal with unplanned peaks and troughs in the unit's overall priorities.	Organisational skills	✓	
Managing health, safety and welfare to ensure that the requirements of legislation. Policy and procedures are properly implemented to make the working environment as safe and healthy as possible for employees and others who may be affected.	Knowledge of Health and Safety legislation  Experience of leading effectively while under pressure (Deliver results)	✓  ✓	
Maintain an overview of unit activities in order to meet agreed targets e.g. re-allocation of resources, identify and prioritise activities.	Project Management delivery (Take ownership)	✓	
Ensure the future skills and competency requirements of the unit are addressed through regular unit briefing sessions, unit meetings or informal contact.			
Ensuring that the delivery outputs meet programme requirements, to the appropriate quality and are on time and within budget.	Financial management skills	✓	
Investigate and resolve complaints where required and review the nature of the complaint to develop system improvements as required.	Experience of dealing with complaints		✓
Review practices and procedures to promote improvements to service delivery, customer satisfaction and more effective use of resources.	Resource Management skills	✓	
Assisting the Service Manager in the preparation of budgetary estimates, spending profiles and plans allied to the targeted priorities of the Service.			
Ensuring appropriate audit, control and collection procedures are implemented to monitor and recover income charges and fees.			

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Seeking opportunities to enhance income streams in order to enhance team budgets e.g. through external funding support and partnership approaches to service delivery.			
Contributing to the Council's efficiency agenda by implementing change to ensure a reduction in the cost of service delivery whilst maintaining and potentially improving services.			
Developing tendering strategies and consultancy fee bids for a wide range of design and construction projects from a diverse group of clients and establish good partnership working arrangements and strong client/ consultant relationships.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<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>Lead Consultant – Key Projects</b>			
To manage and coordinate a professional and technical design unit in the development and implementation of effective and efficient Design & Construction consultancy functions.	Knowledge of technical design standards	✓	
Manage an effective key projects design and construction unit.			
Review new legislation and technical standards within the Road Design & Construction functions and developing responses, strategies and policy reviews to meet new legislative and technical requirements.			
Developing a fully detailed delivery strategy and programme in taking forward feasibility studies, project option appraisals, public consultation exercises and the delivery of the formal design and construction of around £3m per year transportation infrastructure projects and programmes by internal and external resources as required.	Experience of managing a budget	✓	

<b>Lead Consultant – Roads Lighting Projects</b>			
Managing and coordinating a professional and technical street lighting design unit in the development and implementation of effective and efficient Design & Construction consultancy functions.	Knowledge of technical design standards	✓	
Developing a fully detailed delivery strategy and programme in taking forward the delivery of the formal design and construction of around £3m per year Street Lighting projects and programmes by internal and external resources as required.	Experience of managing a budget	✓	
Reviewing new legislation and technical standards within the Street Lighting Design & Construction functions and developing responses, strategies and policy reviews to meet new legislative and technical requirements.			
<b>Lead Consultant – Maintenance Projects and Engineering Contracts</b>			
Managing and coordinating a professional and technical design and procurement unit in the development and implementation of effective and efficient Design, Procurement & Construction consultancy functions.	Knowledge of technical design standards	✓	
Leading, co-ordinating and developing strategies, policies and procedures for the use of annual tenders, standard contract documentation and other tenders in liaison with Service teams.			
Leading, co-ordinating and supporting procurement of contractors compliant with standing orders, corporate governance and EU Procurement: Provide procurement support to Service teams.			
Managing and maintaining the select list of contractors for the Service, monitoring their performance and make recommendations to the Head of Service.			
Develop a fully detailed delivery strategy and programme in taking forward feasibility studies, project option appraisals, public consultation exercises and the delivery of the formal design and construction of around £5m per year transportation infrastructure projects and programmes by external resources as required.	Experience of managing a budget	✓	

# Role Profile

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"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

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"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>