



# Role Profile

## Lead Consultant – Structural Services

Reference No.	G434.01	Type	Generic
Service	Roads and Transportation Services		
Job Family	Professional	Grade	FC10

### Purpose

To provide professional supervision, specialist and technical leadership, management and co-ordination of the activities and functions of the team and other key stakeholders. Leading the design and development, improvement and delivery of high quality, best value, customer focused services and associated programmes of work.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing and providing a team with professional leadership, direction and support. Setting and maintaining standards of conduct and performance and applying appropriate HR Policies and Procedures as required.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

	E	D
Proven strategic thinking with experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)	✓	
Extensive period of post qualification experience in the roads and civil engineering industry	✓	
Educated to SCQF level 10, which includes an Honours Degree in Civil or Structural Engineering or equivalent	✓	
Member of an appropriate professional body i.e. M.I.C.E	✓	
Registered as a Chartered Engineer with the Engineering Council	✓	
Ability to provide specialist technical advice on behalf of the Council	✓	

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Leading the preparation of plans and programmes of work. Managing the workload of the team to ensure the efficient and effective use of staff resources to ensure service delivery.	Resource management skills	✓	
Operating an effective consultancy business unit ensuring appropriate long-term budget setting (income and expenditure) and exercising robust financial planning, management and control. Ensuring programmes and projects are delivered within delegated budgets.	Experience of managing budgets with funding from a variety of sources and financial reporting  Experience of leading and managing complex work programmes, setting and monitoring considerable budgets on a broad range of projects  Knowledge of current policies, statutory duties and applicable legislation  Knowledge of civil engineering specifications, conditions of contract and tendering	✓  ✓  ✓  ✓	
Maintaining an overview of team activities in order to meet agreed targets, e.g. recruitment and selection of staff, re-allocation of resources, identification and prioritisation of activities.	Substantial experience and the ability to prioritise tasks effectively and manage staff over a range of activities (Take ownership)	✓	
Providing specialist and expert knowledge of specialist design functions to other teams, other Services and outside agencies.	Substantial experience of formulating design and construction solutions on complex technical civil engineering projects	✓	
Preparing and delivering committee reports, presentations and papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities.	Ability to communicate effectively and engage a variety of stakeholders on a broad range of activities, covering specialist technical advice on policy, plans and programmes  Report writing skills  Extensive analytical skills with the ability to process complex information from a variety of sources.	✓  ✓  ✓	
Working with the Service Manager, Structural Services, ensuring the application of service delivery remains at a consistent, high professional level.	Ability to provide professional leadership and support (Work together)  Ability to explain complex and contentious information	✓  ✓	

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Deputising for the Service Manager, Structural Services as and when required.	Ability to act with discretion and be able to act on initiative on a very broad range of activities as the need arises	✓	
Ensuring the team support the political process and elected member involvement.	Possess a high degree of political awareness and sensitivity with the ability to relate to elected members	✓	
Developing and promoting the Council's culture change both internally and externally.	Experience of driving forward change under challenging circumstances (Focus on customers)  Ability to promote a positive culture in the workplace	✓  ✓	
Establishing effective linkages and strong working relationships with key contacts and establishing benchmarking and best practice networks to help promote the Service and improve service delivery.	Performance management skills.  Ability to represent the Service internally and externally, to lead the design and development of best practice, and to engage with partner organisations to drive forward improvement	✓  ✓	
Managing major projects and service delivery, ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations.			
Co-ordinating the scheduling of workload and resources to provide an effective and programmed service ensuring effective utilisation and management of resources.			
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 Health and Safety legislation  Ability to contribute to the design and development of service policies and procedures in accordance with best practice and statutory requirements	✓  ✓	
Managing employee performance and improvement targets.	Experience of managing performance of staff (Work together)	✓	
Ensuring the future skills and competency requirements of the team are addressed by leading the employee development process.	Experience of managing employee development needs		✓

E = Essential Criteria    D = Desirable Criteria

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	Experience of training and developing others	✓	
	Ability to implement the design and development of competency frameworks		✓
Fostering knowledge sharing within the team and on the job coaching to expand team knowledge and capacity and ensure the growth of individuals.	Ability to reflect on performance, act on initiative and respond to feedback in a process of continuous improvement		✓
	Ability to provide a regular and effective service	✓	
Developing and promoting the Council's culture change both internally and externally.			

**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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### **Lead Consultant – Bridges and Structures**

Leading and co-ordinating a specialist professional and technical design team in the development and implementation of effective bridges and structures functions. Performing the duties of Roads Technical Approval Authority for the Approval in Principle and Design Certification for new structures. Managing the procurement of specialist external consultants and monitor their performance to assist with service delivery.	Extensive knowledge of civil engineering functions with a particular specialist knowledge of bridges and structures technical standards and design codes	✓	
	Considerable period of experience in managing and delivering complex bridges and structures projects	✓	
	Substantial experience in the management of professional staff from a variety of disciplines.	✓	
Leading the delivery of a structures inspection programme undertaken by specialist trained staff. Maintaining the Structures Database which retains inventory and inspection data, bridge load capacity assessments and document storage. Developing and implementing procedures to address substandard structures (e.g. weight restricted	Considerable specialist knowledge and experience of asset management procedures	✓	

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<p>bridges). Managing the timeous processing of Abnormal Load requests (in excess of 3000 per annum). Managing participation in annual safety inspections of sports grounds.</p>	<p>Extensive knowledge of the Structures Inspection Manual, Codes of Practice, the Design Manual for Roads and Bridges</p> <p>Experience, training and knowledge of Confined Space regulations and inspection processes</p>	<p>✓</p>	<p>✓</p>
<p>Developing forward design and construction programmes for all bridges and structures projects (including large and very large budgets) to achieve set budget profiles. Managing the procurement, design and supervision of construction of a wide range of bridges and structures capital and revenue projects using in-house or external resources.</p>	<p>Ability to co-ordinate programmes of work with both internal agencies and external third party organisations.</p>	<p>✓</p>	
<p>Reviewing new legislation and technical standards within the bridges and structures asset management function and develop responses, strategies and policy reviews to meet new legislative and technical requirements.</p>	<p>Extensive knowledge of relevant legislation and statutory requirements</p> <p>Ability to review complex data and develop compliant Service-wide policies and procedures</p> <p>Ability to contribute to the development of industry specific guidance, both internally and at a national level (e.g. corresponding member of CIRIA steering group on Old Waterfront Walls), and representing the Service at SCOTS Bridges Group and similar forums</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<h3><b>Lead Consultant – Flooding, Shoreline and Harbours</b></h3>			
<p>Leading and coordinating a professional and technical design team in the development and implementation of effective and efficient flood prevention, shoreline management and harbours functions. Performing the duties as the Flooding and Coast Authority under current legislation. Managing holidays and leave, working arrangements, overtime, training and expenses of remote workers (Harbour Masters) as well as team management incorporating staff management training and disciplinary measures.</p>	<p>Extensive knowledge and experience in managing and delivering flooding shoreline and harbour structures projects with a particular specialist knowledge of shoreline structures technical standards and design codes</p> <p>Considerable period of experience in managing and delivering complex flood prevention, shoreline and harbour structures projects</p>	<p>✓</p> <p>✓</p>	
<p>Managing the procurement, design and supervision of hydraulic flood studies and construction of a wide range of flooding, shoreline and harbours capital and revenue projects using in-house and external</p>	<p>Ability to lead on and influence the development of new national guidance, best practice and legislation</p>	<p>✓</p>	

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resources. Managing the procurement of body of water, coastal and maritime structures maintenance programmes using in house contractors and external contractors.	Ability to co-ordinate programmes of work with both internal agencies and external third party organisations	✓	
Developing forward design and construction programmes for all flooding, shoreline and harbours projects to achieve set budget profiles.	Detailed and in depth knowledge of civil engineering functions with a particular knowledge of flooding, shoreline management and maintenance of harbour structures	✓	
Reviewing new legislation, best practice and technical standards within the flooding, shoreline and harbours function and develop responses, strategies and policy reviews to meet new legislative and technical requirements.	Detailed and in depth knowledge of relevant legislation and statutory requirements  Experience of representation of the Local Authority at national level, (e.g. Scottish Government, SCOTS Flooding, SAIFF and SuDSWP) and influencing development and implementation of guidance, best practice and legislation	✓  ✓	

### 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"/>	

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**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:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results