



# Role Profile

Lead Consultant – Network Condition/Programme Management			
Reference No.	G422.01	Type	Generic
Service	Assets, Transportation and Environment		
Job Family	Professional	Grade	FC9

Purpose
<p>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.</p> <p>Co-ordinate the activities and functions of a team with others within and out with the Service in order to deliver quality and best value services.</p> <p>Deliver innovative affordable solutions to continue to provide Fife with a safe and serviceable roads network in light of increasing demand and challenging economic conditions.</p>

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
Working with the Service Manager to ensure the application of service delivery remains at a consistent and high professional level.	<p>Ability to provide a regular and effective service</p> <p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Degree in Transportation / Civil Engineering or equivalent</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

E = Essential Criteria    D = Desirable Criteria

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	Evidence of continuous professional development  Member of a Professional Engineering / Transportation Institution  Advanced / professional qualification, or equivalent	✓   	  ✓  ✓
Deputising for the Service Manager when required.	Considerable experience in the Roads and Transportation industry or similar environment	✓	
Assisting the Service Manager in the preparation of budgetary estimates, spending profiles and plans allied to the targeted priorities of the Service.	Experience of transportation related asset management planning, road works programme development, utility works programme co-ordination and management (Focus on Customers – See How We Work Matters Framework)	✓	
Co-ordinating the scheduling of workload and resources to provide an effective and programmed local service delivery ensuring effective utilisation of resources.	Experience of developing affordable, innovative solutions to manage and maintain transportation assets  Experience of motivating others to perform to the highest standards (Work together)  Ability to develop and maintain effective relationships	  ✓  ✓	✓
Preparing and delivering committee reports, presentations, papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities.	Experience of implementing change management initiatives (Deliver results)  Experience in formal presentations		✓  ✓
Developing and implement effective procedures and inspection techniques to ensure that the Council's duties in respect of the Roads (Scotland) Act 1984 in terms of managing and maintaining the adopted road network are fully met.			✓

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Inspecting and surveying the road network, and prepare short, medium and long term programmes of work to ensure that the asset is maintained in sound condition within the available financial resources.			
Inspecting, surveying, assessing and reporting on the condition of the roads infrastructure.	Extensive Knowledge of Roads and Transportation functions  Knowledge of broader issues facing local government and its partners	✓	✓
Maintaining and archiving records in relation to safety inspections and interventions taken in response to those inspections.	Knowledge of roads maintenance, roads asset management and roads network management functions  Knowledge of roads legislation including the New Roads and Street Works Act 1991, The Roads (Scotland) Act 1984 and Transport Scotland Act 2005  IT skills (Embrace technology and information)	✓  ✓  ✓	
Investigating and providing reports on 3 <sup>rd</sup> party claims on matters relating to road condition and safety defects.	Knowledge of the requirements of financial, governance and trading arrangements in Local Government environment  Knowledge of contract arrangements, procurement, and contract management issues (Take ownership)	✓	✓
Considering and preparing programmes of work on unadopted roads to which the public has access, and liaise with other council Services in relation to grey areas out with the normal remit of Roads & Transportation Services.	Communication skills both in written and oral  Resource management skills	✓  ✓	

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	Knowledge of civil engineering specifications, conditions of contract and tendering procedures	✓	
Monitoring and reporting on performance required for KPI reports and on Service reports pertaining to the structural condition of the roads asset.	Experience of managing political objectives, local aspirations and financial constraints  Performance management skills Negotiation and influencing skills	✓  ✓	✓
Providing internal and external technical advice.	Leadership and team building skills.  Ability to successfully lead and co-ordinate all aspects of the role  Knowledge of extensive range of issues affecting the Roads & Transportation functions and the wider Council environment	✓  ✓	
Ensuring a seamless level of service is provided to responding urgent problems and maintaining safe road condition in close liaison with the Roads Maintenance Team.	Analytical, financial and budgetary skills  Experience of driving forward change under challenging circumstances  Experience of providing professional leadership and support	✓  ✓	
Ensuring general enquiries and complaints on local road maintenance, defects and condition are handled effectively and efficiently in line with customer care standards.	Possess a high degree of political awareness and sensitivity with the ability to relate to elected members	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Lead Consultant Network Condition</b>			
Leading and coordinating the centralised Network Condition team in the strategic and operational management of Fife’s roads and transportation assets to ensure they are safe, serviceable and their condition is maintained and improved in line with the Roads Maintenance Service Standards and Asset Management Plan and in accordance with current legislation and codes of practice.			
Discharging the Council’s duties in respect of the Roads (Scotland) Act 1984 in terms of maintaining the adopted road network and minimising the risk of third party claims related to road condition.			
<b>Lead Consultant Programme Management</b>			
Leading and coordinating the centralised Programme Management team in the strategic and operational assessment and preparation of all roads and transportation programmes to ensure best value for money and maintenance of Fife’s roads and transportation assets to ensure they are safe, serviceable and their condition in line with the Roads Maintenance Service Standards and Asset Management Plan and in accordance with current legislation and codes of practice.			
Developing of significant strategic and area level roads and transportation projects and programmes involving thorough, open and transparent consultation exercises and seeking to achieve the very best use of the limited resources available with the aim of maintaining and improving Fife’s roads & transportation assets			

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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"> <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>