

| LEAD OFFICER (Property Services Housing) | | | | Purpose | | | |
|--|-------------------|-------|---------|--|--|-------------------|----------|
| Reference No. | A5005 | Type | Generic | <p>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.</p> <p>To contribute and where appropriate take a lead role for the development, implementation, monitoring and management of key functional activities and initiatives as required including where appropriate the Property Services Manager.</p> | | | |
| Service | Property Services | | | | | | |
| Job Family | Professional 3 | Grade | FC9 | | | | |
| 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 |
| <p>Maintaining 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 Property Manager for consideration and implementation.</p> | | | | <p>Educated to SCQF level 9, which includes a relevant degree in Surveying, Housing, Building Construction, Project Management or related property discipline.</p> <p>Substantial post qualification experience.</p> <p>Professional membership of the RICS, Housing or other relevant professional organisation.</p> | | <p>✓</p> <p>✓</p> | <p>✓</p> |
| <p>Providing professional leadership and management of a designated team through personal and team development, coaching, managing attendance, performance and conduct and project work. Ensuring staff are well motivated, supported and trained to achieve service and section targets and objectives.</p> | | | | <p>Leadership skills (Take Ownership – see How We Work Matters Framework)</p> <p>Experience of supporting staff development</p> | | <p>✓</p> <p>✓</p> | |

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| | <p>Management skills</p> <p>Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy and procedures.</p> | ✓ | ✓ |
| <p>Supporting the Property Manager to develop a culture of continuous improvement and effective means of communication and problem solving, ensuring that high standards are maintained at all times.</p> | <p>Ability to monitor performance and review information to make improvements (Deliver results)</p> | ✓ | |
| <p>Work with any part of the Operational Budget which may be devolved to the postholder by regular monitoring, taking any corrective action, as necessary.</p> | <p>Experience of budgetary responsibility.</p> | | ✓ |
| <p>Maintaining awareness of changes in legislation, regulation and good practice and providing advice to the Lead Professional and the Property services Management Team of all matters within the remit of the post, as appropriate.</p> | <p>Knowledge of appropriate Standards and Legislation applying in the construction industry</p> | ✓ | |
| <p>Developing, implementing and managing specific strategies and initiatives in own functional area and the wider Property Services.</p> | <p>Communication skills (both written and oral)</p> | ✓ | |
| <p>Allocating resources from within the team or where appropriate appoint external consultants. Working in conjunction with the Property Programme Office to confirm resources required to meet proposed programmes of work.</p> | <p>Ability to co-ordinate and prioritise tasks to tight schedules.</p> | ✓ | |
| <p>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.</p> | <p>Ability to develop and deliver service improvements and initiatives (Deliver results)</p> | ✓ | |

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|--|--|----------|----------|
| Contributing to ensuring adequate policies and management and operational practices are in place to minimise risk to the Council. | 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. | ✓ | |
| Ensuring safe systems of work, including the use of resources including plant and equipment, within the team that promotes, stimulates, and encourages the highest standards of health and safety for staff. | Knowledge of H&SAW Act, 1974, etc Knowledge to compile suitable and sufficient risk assessments and knowledge of process. | | ✓ |
| 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. | Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information) | ✓ | |
| Contributing to the development of an effective Service Change plan. Ensure that team plans are aligned to Service Change Plan priorities, defining objectives and targets, key results and outcomes and measuring and monitoring progress. | Experience of controlling projects, pre & post contract | ✓ | |
| Contribute 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. | Initiative, personal resilience and experience of delivering change (Focus on customers) | ✓ | |
| Managing major projects where required, ensuring the implementation of Council policies, service strategies, national regulatory standards, and statutory procedures. | Knowledge and experience of Local Authority Procedures Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests. | | ✓ |
| Complying with the Councils Scheme of Administration, Standing Orders and List of Officer Powers. | Ability to provide a regular and effective service | ✓ | ✓ |
| Deputising for the Property Manager on issues relevant to the remit of the specific post as required. | | ✓ | |

E = Essential Criteria D = Desirable Criteria

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|---|---|----------|----------|
| | | | |
| Representing Property Services as required on internal and external working groups. Liaising with external agencies etc. | Good communication skills | ✓ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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| <u>LEAD OFFICER – CLIENT TEAM</u> | | | |
| To be responsible for the delivery of Capital and Revenue Works within Property Services, for specific clients/customers, through the management of a multi-disciplinary Professional/Technical Team. | A methodical and logical aptitude, with empathetic skills. | ✓ | |
| Acting as Contract Administrator on projects and taking responsibility for the preparation of design work, outline proposals, scheme designs, costings, detailed designs, working drawings, specifications and the monitoring and contract administration of projects on site following Improving Project Management Procedures. | Experience of using relevant software to manage projects (Embrace Technology & Information) | ✓ | |
| Providing professional/technical advice on the Council's building contracts including input into contractual claims and/or dispute resolution where necessary. | Extensive experience in a surveying or similar role with knowledge of Building Construction and systems | ✓ | |
| Working in partnership with Building Services and Housing & Neighbourhood Services. Participating in Component Replacement meetings (SHQS), Repairs and Investment Management Group & Budget Monitoring sub group. Member of, and reporting to, the Housing Capital Board regarding Cost Monitoring, Component Replacement and Major & Minor Project updates. | Relevant knowledge & experience is desirable Good organisation skills with ability to meet deadlines | ✓ ✓ | ✓ |

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.