



Role Profile

Lead Consultant – Design and Build			
Reference No.	I429.01	Type	Individual
Service	Roads & Transportation Services		
Job Family	Professional	Grade	FC 9

Purpose
Lead and manage a professional and technical team in the provision of a responsive and effective design and build roads maintenance and construction service. Co-ordinate design provision to specification and timescales, and quality project delivery to predetermined budgets. Professional supervision, specialist and technical guidance, management and co-ordination 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 a team in the provision of a one stop design and build service for internal and external parties, providing professional leadership qualities and support. Identify and manage areas of poor performance.	<p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent</p> <p>Previous team management experience</p> <p>Excellent motivation skills in challenging environments (Work Together – See How We Work Matters Framework)</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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	Considerable highways maintenance design experience	✓	
	Membership and a relevant professional body	✓	
Managing roads maintenance and construction projects and programmes from concept to delivery in a best value environment.	Ability to provide a regular and effective service (Take ownership)	✓	
Managing works design and delivery scheduling to meet programme requirements and competing priorities.	Experience of highways maintenance design	✓	
Managing site operations in line with all relevant Health and Safety legislation and internal policy and process maintaining records as appropriate.	Knowledge of Health and Safety legislation	✓	
Participating and contributing at management meetings reporting on project progress, annual programme progress and trading account financial status.	Relevant experience of Highways	✓	
Preparing turnover and surplus forecast reports with trend analysis.			
Ensuring 4 weekly billing is carried out accurately and audit for errors and improvement opportunities.	Financial management skills	✓	
Specifying, managing, supervising and approving the procurement of sub-contractors, construction materials and construction plant and fleet.	Experience of contracting function in a trading account environment (Deliver results)	✓	
Develop tendering strategies and bids for a wide range of design and construction projects from a diverse group of clients and establish good partnership working arrangements and strong relationships.	Knowledge of technical design standards	✓	
Establish and maintain working relationships with internal and external customers maintaining a high level of customer satisfaction.	Disciplinary experience		✓
Developing a fully detailed delivery strategy and programme in taking forward project option appraisals, public consultation exercises and the delivery of the design and construction of around £5m per year roads			

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maintenance & construction projects and programmes by internal resources as required			
Managing the efficient provision of highway maintenance projects including prioritising workloads and authorising leave.	Experience of Project Management Delivery (Focus on customers)	✓	
Monitor and manage attendance levels in accordance with current guidance ensuring policy timescales are adhered to and appropriate records maintained.	Communication skills	✓	
	Leadership skills	✓	
Undertake annual employee development meetings and arrange appropriate training and competence based assessments.	Performance management skills	✓	
Manage team workloads to ensure fair allocation of work utilising team strengths.	Financial management skills	✓	
Arranging and hold regular team meetings.			
Receiving and recording, investigating and concluding complaints.	Organisational skills	✓	
	IT skills (Embrace technology and information)	✓	
Investigating safety incidents and prepare reports and outcomes, recording and advising appropriate parties.			
Managing and co-ordinating projects of a wide variety of highways disciplines and varying budgets from minor works to major works.			
Ensuring efficient use of resources to meet project challenges, identifying areas of risk and taking pre-emptive action to prevent delivery issues.	Resource management skills	✓	
Undertaking annual performance analysis based on year end trading account performance, identify areas of weakness, and prepare option appraisals for performance improvement.			
Auditing all aspects of delivery from design, construction and financial performance.			
Providing specialist knowledge, expertise and advice.			

E = Essential Criteria D = Desirable Criteria

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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"/>	

E = Essential Criteria D = Desirable Criteria

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