

# Role Profile

<b>LEAD OFFICER (Public/Private Partnership Team)</b>			
Reference No.	SS1279	Type	Individual
Service	Property		
Job Family	Team Manager 1	Grade	FC9

<b>Purpose</b>
<p>To be responsible for the operational management and development of professional and technical staff in the Public/Private Partnership Team within Property Services, delivering key service expectations.</p> <p>To contribute and where appropriate take a lead role for the development, implementation/ delivery, monitoring of compliance and management of key functional activities and initiatives as allocated or delegated by the Professional Services Service Manager and where appropriate the Property Services Senior Management Team.</p> <p>This post holder will be responsible for ensuring that quality services are provided to the Council by the Service provider(s) and contributing to the development of future or hand back of future PPP Projects.</p>

<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>
Leading and managing a professional/ technical team with responsibility for the development and monitoring of the Public/Private partnership Team function within Property Services.	<p>Educated to degree SCQF level 9, which includes a degree or equivalent in a related subject.</p> <p>Substantial post qualification experience.</p>	<p>✓</p> <p>✓</p>	

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Providing professional/ technical advice in relation to Public/ Private Partnership projects, including input into contractual claims and/or dispute resolution where necessary.	Professional/ Technical qualification related to Construction activity  Teamworking skills  Technical skills  IT literate/ computer skills  Experience of working to tight deadlines	✓  ✓  ✓  ✓  ✓	
Supporting the Professional Services Group Service 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.	Ability to monitor performance and review information to make improvements (Deliver results)	✓	
Leading in scrutinising the payment mechanism for the Council's various PPP Projects to ensure probity and value for money, currently in excess of £500,000 per month Unitary Charge for PPP1 and anticipated £700,000+ per month for PPP2.  Maintain good working relationships with all PPP project stakeholders, including representatives of the Partnerships Unit, Client Services, Council Members, Facility Users, etc.	Experience of budgetary responsibility.		✓
Maintaining awareness of changes in legislation, regulations and current good/ best practice and providing advice to the Professional Services Group Service Manager, and the Property Services Management Team of all matters within the remit of the post, as appropriate.	Knowledge of appropriate Standards and Legislation applying in the construction industry	✓	

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Developing, implementing, and managing specific strategies and initiatives in own professional/ functional area and the wider Property Services involvement.	Communication skills (both written and oral)	✓	
Allocating resources from within the team as required to meet proposed programmes of work.	Ability to co-ordinate and prioritise tasks to tight schedules.	✓	
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/ best practice at a national level which impact on the delivery of Property Services functions, providing recommendations to the Professional Services Group Service Manager for consideration and implementation.  Knowledge of HASAW Act, 1974, etc	✓	
Managing/operating in accordance with agreed health and safety policies and 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 the Construction Design and Management Regulations 2015.		✓	
Contributing to the development of an effective Service Change Plan. Ensuring that team plans are aligned to Service Change Plan priorities, defining objectives and targets, key results and outcomes and measuring and monitoring progress.		✓	
Contributing to and where appropriate preparing and delivering reports, presentations etc. on a range of issues ensuring that any proposals align with Council and Service objectives/priorities.	Strong interpersonal, networking and group communication skills (Work together and Embrace technology and information)	✓	
Acting as Contract Administrator and taking lead responsibility, or alternatively acting as a resource, in relation to the delivery/ monitoring of the of the PPP projects for the Council from inception to completion. To include, but not limited to:		✓	

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<ul style="list-style-type: none"> <li>• Monitor the Service Providers' Plans and schedules and take action where necessary to ensure compliance.</li> <li>• Advise Council Representative where Service Failure Deductions are appropriate under the terms of the contract.</li> <li>• Ensure that all Facilities Management services within the Contract are managed effectively and take action where necessary to resolve failures in provision.</li> <li>• At the expiry of the Contract take part in conducting Joint Inspections of the premises.</li> <li>• Conduct annual joint inspections of the premises</li> <li>• Administering projects involving external contractors and these fully in accordance with the most relevant conditions of contract.</li> <li>• Undertaking value engineering/ negotiating savings in relation to tenders.</li> <li>• Carrying out interim and final valuations for contractual payments.</li> <li>• Costing variations and negotiating and agreeing with Contractors.</li> <li>• Acting as Employer's Agent on design-and-build projects.</li> <li>• Acting as Project Manager or undertaking other appropriate roles particular to partnering or similar contracts.</li> </ul>			
<p>Complying with the Councils Scheme of Administration, Standing Orders and List of Officer Powers.</p>	<p>Initiative, personal resilience and experience of delivering change (Focus on customers)</p> <p>Valid UK driver's licence</p>	<p>✓</p> <p>✓</p>	
<p>Providing effective professional leadership and management of the PPP Team within Property Services through personal and team development, coaching, managing attendance, performance and conduct, and allocation and monitoring of project work. Ensuring staff are well</p>	<p>Knowledge and experience of Local Authority Procedures</p> <p>Knowledge of Data Protection Acts, regulations and obligations relating to FOI and EIR requests.</p>		<p>✓</p> <p>✓</p>

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motivated, supported and trained to achieve service and section targets and objectives.			
<u>Other</u>	Leadership skills  Experience of supporting staff development  Management skills  Knowledge of Fife Council's Managing Change, Attendance Management, Disciplinary and Recruitment policy, and procedures.	✓  ✓  ✓	    ✓
Deputising for the Professional Services Group Service Manager on issues relevant to the remit of the specific post as required.			
Representing Property Services as required on internal and external working groups. Liaising with external agencies etc.	Ability to provide a regular and effective professional service	✓	
Participating in the recruitment of staff, reviewing applications, and participating in interview panels etc.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> 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

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.