



# Role Profile

LEAD CONSULTANT – POLICY & RESOURCE MANAGEMENT			
Reference No.	I430.01	Type	Individual
Service	<b>Roads &amp; Transportation Services</b>		
Job Family	Professional	Grade	FC9

Purpose
To lead and manage a professional and technical team providing professional supervision, specialist and/or technical guidance and advice.
Manage and co-ordinate all 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 an effective Policy & Resource Management Team and provide the team with professional leadership, direction and support. Establish and maintain standards of conduct and performance including development and implementation of any improvement actions required.	<p>Educated to SCQF level 9, which includes a Degree or equivalent (Working Together – See How We Work Matters)</p> <p>Member of an appropriate professional body.</p> <p>Registered as a chartered engineer with the Engineering Council.</p> <p>Ability to provide a regular and effective service.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>
Managing the workload of the team to ensure the efficient and effective use of staff resources to ensure service delivery to agreed	Significant period of post qualification experience in the roads and civil engineering industry or similar	✓	

E = Essential Criteria D = Desirable Criteria

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targets/standards and in accordance with Council and Service priorities.	environment.		
Co-ordinating the scheduling of workload and resources establishing forward work plans to provide an effective and programmed service including making adjustments to accommodate any changes in priorities and/or workloads.	Staff management skills (Deliver results)	✓	
Liaising with the Service Manager to ensure service delivery remains at a consistent, high professional level including deputising for the Service Manager as and when required.	Extensive knowledge of civil engineering functions with a particular knowledge of highways maintenance and asset management practices and systems.	✓	
Preparing and delivering committee reports, presentations, papers on specific Service issues ensuring proposals align with Council and Service objectives and priorities and represent the Service at Council Sub Committees, Working Groups, Cross Service Working Groups and Project Teams as required.	Knowledge of relevant legislation and statutory requirements.	✓	
Applying employee management practices to ensure the effective business continuity of the team including employee development/contribution management, recruitment and selection and compliance with all Council policies and procedures e.g. attendance management.	Experience of providing professional leadership and support.	✓	
Managing and controlling the team budget, contributing to the budget setting process and ensuring all required audit and/or monitoring arrangements are in place to control expenditure and recover any income charges/fees due.			
Leading on the development and review of team processes, practices and procedures to promote improvements to service delivery and assist with wider efficiency & effectiveness reviews providing input to Service Improvement Plans as and when required.			
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.	Ability to drive forward change under challenging circumstances.	✓	

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Developing and delivering the team's customer orientated approach promoting co-operation within the Asset Management & Commercial Operations team and key internal and external stakeholders.	Ability to demonstrate performance management skills.	✓	
Establishing effective linkages and strong working relationships with key contacts and establish benchmarking and best practice networks to help promote the Service and improve service delivery.	Ability to demonstrate resource management skills.	✓	
Developing and promoting the Council's culture change both externally and within the workings of the Unit.	Communication skills both verbal and written	✓	
Managing and co-ordinating the allocation of all service budgets and lead the internal budget monitoring process in close liaison with the Service Accountant and develop monitoring and control systems.	Possess a high degree of political awareness and sensitivity with the ability to relate to elected members (Focus on customers)	✓	
Leading on the identification of maintenance works programmes and allocate budgets accordingly liaising with Asset Management colleagues and other areas of Roads & Transportation Services as required.			
Leading on and contribute to the development of Service budget strategies in response to changing corporate needs and Service priorities and effectively address these issues, balancing related financial, policy, performance and planning implications.	Additional professional or managerial qualification.		✓
Leading on and facilitate the preparation and co-ordination of annual Service and Area Capital/Revenue budgets and plans, allocating available budgets appropriately across the full range of Service activities ensuring appropriate amendments/virements to Financial systems as required	Considerable period of experience in managing and delivering highway maintenance projects and asset management system.		✓
Providing an independent policing role of Roads & Transportation Services budgets, expenditure and costing, identify and project expenditure trends and consequential outcomes/impacts on Service financial targets and performance (including SPI's). Prepare reports to Management Team on Service financial issues, highlighting pressure and problem areas and recommending options/measures to appropriately manage these.	Experience of formulating management and technical solutions for complex civil engineering/highway maintenance projects (Take ownership)		✓

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Providing budget assessments of on-going/developing Service policies; Recommend annual budget savings and spending plans to Management Team; Overview and influence other Service management accounts e.g. Operations trading account; Contribute to the planning and development of the Revenue and Capital programme and maintain the capital asset register.	Ability to manage complex work programmes  Knowledge of civil engineering specifications, conditions of contract and tendering procedures.		✓  ✓
Managing costing arrangements and year-end reconciliation to achieve activity based costing in line with CIPFA/Accounts Commission Guidelines, and the BV Accounting CoP.	Financial and budgetary monitoring skills.		✓
Supporting the Service Manager to review and develop IT strategy to meet Service, delivery and customer needs utilising acquired professional knowledge and expertise in wide-ranging Service functions; Co-ordinate the Service IT hardware and software upgrading, proposals and developments; Support the development of communication and information systems.	Experience in various methods of presentation skills.		✓
Supporting the provision of required in-house expertise for Roads & Transportation Services in the development, application and monitoring of Financial, IT, Communication and Information Management policies and procedures, providing advice and reports to Management Team and Service Managers and responding to enquiries from employees and other Services.	IT skills.(Embrace technology and information)		✓
Leading, coordinating and maintaining the service roads and transportation policies and strategies and lead on reviews and updates to policy in conjunction with other service teams.			
Analysing diverse and complex information from a variety of different sources to develop long term plans and strategies to improve service delivery, efficiency and to comply with statutory responsibilities.	Analytical skills		✓
Reviewing new legislation and technical standards within the roads & transportation area and initiating responses, strategies and policy reviews to meet new legislative and technical requirements.			
Managing and co-ordinating the delivery of major infrastructure			

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projects ensuring delivery within acceptable timescales and budget envelopes including the implementation of Council policies/legislative changes whilst responding to changes in priorities/workload peaks and troughs.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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