



Role Profile

LEAD CONSULTANT – OPERATIONS AND COMMERCIAL MANAGEMENT			
Reference No.	I432.01	Type	Individual
Service	Roads & Transportation Services		
Job Family	Professional	Grade	FC9

Purpose
To lead and manage a professional and technical team. Provide 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 and providing 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.	Educated to SCQF level 9, which includes a Degree or equivalent (Working Together – See How We Work Matters Framework)	✓	
	Member of an appropriate professional body	✓	
	Registered as a chartered engineer with the Engineering Council		✓
	Ability to provide a regular and effective service	✓	
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.	Knowledge of civil engineering specifications, conditions of contract and tendering procedures	✓	
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.	IT skills (Embrace technology and information)		✓
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.	Experience of driving forward change under challenging circumstances.	✓	

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Developing and deliver the team's customer orientated approach promoting co-operation within the Asset Management & Commercial Operations team and key internal and external stakeholders.	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.	Resource management skills	✓	
Developing and promoting the Council's culture change both externally and within the workings of the Unit.	Communication skills both written and oral	✓	
Leading on the monitoring of Operations financial performance and overall trading and viability, preparing financial reports and financial projections; Promote opportunities for improvements in financial performance liaising closely with the Service Manager and Service Accountant.	Possess a high degree of political awareness and sensitivity with the ability to relate to elected members (Focus on customers)	✓	
Leading the preparation of the Operations annual 'Term Schedule' and liaise with other relevant team(s) on the benchmarking of prices and the preparation of reports for best value compliance; Estimate and tender for contracts and lead research for new markets, opportunities and investment.	Financial and budgetary monitoring skills		✓
Contributing to the development and review of strategic and business planning for operational functions, including costs and charges for works, vehicles and plant. Take the lead in the audit of compliance with internal billing procedures and the application of the Term Schedule. Consult with Service/Senior Manager in recommending changes to the charging for works and the bid prices for contracts	Additional professional or managerial qualification		✓
Leading on all procurement of materials and services for operational/direct works including development of specific tenders/contracts and monitoring of supplier performance and compliance with tender/contract requirements taking any rectification/remedial actions as required.	Considerable period of experience in managing and delivering highway maintenance projects and asset management system (Take ownership)		✓
Co-ordinating all working practices to ensure a consistent approach and application including specific working/collective agreements	Experience of formulating management and technical solutions for complex civil engineering/highway		✓

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including amendment to existing and/or development of new arrangements.	maintenance projects		
Contributing to the co-ordination of the development and maintenance of operational workforce industrial relations in liaison and negotiation with Trade Union officials.	Analytical skills		✓
Leading on the development, implementation and management of all systems and arrangements required to enable effective delivery of a front line winter gritting and snow clearing service.	Ability to manage complex work programmes		✓
Developing, co-ordinating and maintaining Roads & Transportation Services emergency procedures liaising with front line delivery teams/units to monitor consistency of approach and ensure a customer focussed service delivery.	Presentation skills		✓
Developing, implementing and overseeing all requirements for effective management of Roads and Transportation Services fleet including development and delivery of Roads and Transportation Services fleet replacement programme.			
Leading on all occupational driving issues ensuring all arrangements are in place to ensure compliance with all regulatory and Council requirements.			
Managing and investigating all Roads and Transportation Services employee liability claims and provide appropriate reports to Risk Management and for FOI and legal submissions.			
Investigating, collating and preparing information for industrial injury insurance claims liaising with internal risk management team and external defence lawyers as required.			
Leading on investigating serious or notifiable incidents and dangerous occurrences provide recommendations on where any action is required to prevent recurrence and implement as appropriate.			
Leading and manage all Health & Safety and training issues related to operational workforce and provide/advice guidance to all other Roads & Transportation Services teams including co-ordinating any wider			

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Service requirements/events.			
Providing specialist Health & Safety advice and support to all Roads and Transportation Services teams/units whilst ensuring/encouraging responsibility and ownership of Health and Safety Team/Unit level and as close to the activity concerned as possible.			
Leading on all Health and Safety issues relating to in house delivery of works ensuring a robust Health & Safety Management System is in place including all required policies, procedures, operational arrangements and assessments.			
Leading and managing Roads & Transportation Services health surveillance programme including identification of health surveillance needs and the development of any management plans arising from restrictions and/or limitations identified by surveillance programme.			
Liaising with external bodies/agencies on Health & Safety matters (e.g. HSE/ APSE/SCOTS etc.) ensuring compliance with current legislation and best practice and actively represent Roads & Transportation Services at working groups.			
Leading on all Health and Safety matters for Roads and Transportation Services developing, implementing, co-ordinating and reviewing all arrangements and strategies to ensure compliance with all relevant legislation and Corporate Health & Safety framework requirements.			
Developing, leading and co-ordinating Roads and Transportation Services Health and Safety groups promoting the drive to include employee, trade union safety representatives within a proactive working group.			
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"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results