

Job description

Job title: Senior Technical Officer Supervisor

Grade: Dorset Council Grade 12

Job evaluation reference: ES614

Job family: Natural Environment

Purpose and impact

To support the delivery of required outcomes within an allocated area of service.

Key responsibilities

1. To lead and manage a small team of staff and to coordinate activity including through others to deliver a range of projects and/or services, from inception to completion.
2. To be accountable for the effective control of allocated project budgets and commitments.
3. To provide technical specialist advice to staff, contractors, partners, the community and other stakeholders.
4. Provision of day-to-day advice to professional and technical staff and stakeholders and leadership and management of allocated staff.
5. Directing and managing a range of projects and activities, in the production of cost-effective solutions to meet corporate, service and team priorities to deliver good outcomes for the community.
6. Responsible for monitoring expenditure and managing allocated budgets ensuring optimum use of resources.
7. Co-ordination of in-house and external resources to ensure successful project and/or service delivery.
8. Production of reports, and contract administration as required.
9. Preparation of fee estimates for projects or service including identify resource requirements.
10. Ensuring that projects or services meet Quality, Health and Safety and Environmental Management standards.
11. Representing the Council on relevant professional matters as required at public meetings, meetings with contractors and consultants.
12. Preparation of technical information for public inquiries, arbitrations, adjudications or similar events.
13. Maintenance of good relations with internal and external Clients, Partner Organisations and Councillors.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Other factors

14. Responsibility for use of technical equipment on site as required.
15. Primarily office-based post with regular travel to attend meetings, events and site visits locally, regionally, and nationally and sometimes under adverse weather and hazardous site conditions.
16. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
17. Will be operating in a fast-changing environment and therefore subject to some changing problems and circumstances as dictated by the relevant areas of responsibility.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. Full details can be found on our website.



Dorset
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Person specification

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications / training / registrations	Assessed through:
Required by law, and/or essential to the performance of the role	
1. Minimum specialist qualification at HNC/HND/Degree level or equivalent with significant relevant demonstrable experience	Application form
Experience	
2. Significant post-qualification experience in relevant field, including management and leadership of significant projects	Application form
3. Experience of processing information requests from a wide range of stakeholders and responding with complex professional and technical advice	Application form
4. Experience of project management	Application form
5. Experience of producing committee reports	Application form
6. Experience of successful funding bids	Application form
Skills, abilities & knowledge	
7. Substantial professional knowledge of relevant law, national, regional and local policy, and a wide range management skills	Interview Assessment
8. Extensive knowledge of project management	Interview Assessment
9. High awareness of (and an effective approach to) health and safety issues and good practice	Interview Assessment
10. Knowledge of leadership and management principles	Interview Assessment
11. Strong team player able to contribute to joint targets who is also able to work on own initiative	Interview Assessment
12. Ability to communicate with people at all levels	Interview Assessment
13. Accurate and precise in letter and report writing	Interview Assessment
14. Coaching, leadership and management skills	Interview Assessment
15. Ability to resolve difficulties using diplomacy and negotiation skills	Interview Assessment
16. Excellent map reading, survey and recording skills	Interview Assessment
17. Computer literate, including GIS and use of databases	Interview Assessment
18. Ability to fulfil the travel requirements of the post	Interview Assessment
19. Capable of impartial and objective judgement	Interview Assessment
20. Able to deal with pressure	Interview Assessment
21. Confident, tactful and diplomatic	Interview Assessment



22. Articulate and fluent verbal communication and presentation skills	Interview Assessment
23. Systematic and well organised	Interview Assessment
24. Ability to deliver agreed targets and outcomes without significant direction and supervision	Interview Assessment
Our values	
25. Respect	Interview Assessment
26. Together	Interview Assessment
27. Accountability	Interview Assessment
28. Openness	Interview Assessment
29. Curiosity	Interview Assessment

Desirable

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications / training / registrations	Assessed through:
30. Professional membership of a relevant body	Application form
31. First Aid at Work certificate	Application form
Experience	
32. Experience of working in a political environment	Interview Assessment
33. Experience of producing reports and proofs of evidence for public enquiries	Interview Assessment
34. Experience of conducting public research	Interview Assessment
35. Experience of coaching, managing and leading others	Interview Assessment
Skills, abilities & knowledge	
36. Ability to carry out thorough documentary research and analysis in the context of current legislation and case law	Interview Assessment

Approval			
Manager		Date	January 2025

