

Job description

Job title:	Senior Technical Officer- Level 4
Grade:	Dorset Council Grade 12
Job evaluation reference:	ES603
Job family:	Environment and the Economy

Purpose and impact

1. To lead people to support the delivery of projects and services to achieve required outcomes within an allocated area of service.
2. To direct and manage others to deliver a range of projects and/or services, from inception to completion.
3. To be accountable for the effective control of allocated project budgets and commitments.
4. To provide technical specialist advice to staff, contractors, partners, the community and other stakeholders.

Key responsibilities

5. Provision of day-to-day leadership and provision of professional advice to other professional and technical staff, partners, stakeholders, and councillors.
6. Direction and management of 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.
7. Responsible for monitoring expenditure and managing allocated budgets ensuring optimum use of resources.
8. Co-ordination and direction of in-house and external resources to ensure successful project and/or service delivery.
9. Production of reports, and contract administration, as required.
10. Preparation of fee estimates for projects or service including identifying resource requirements.
11. Ensuring that projects or services meet Quality, Health and Safety and Environmental Management Standards.
12. Representing the Council on relevant professional matters as required at public meetings, meetings with contractors and consultants.
13. Preparation of technical information for public inquiries, arbitrations, adjudications or similar events.
14. Maintenance of good relations with internal and external Clients, Partner Organisations and Councillors.
15. Any other lesser or comparable duties as required.

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.



Supervision and management

16. Reporting to: Appropriate manager as specified in the context statement.
17. Responsibility for:
 - i. Responsibility to direct, co-ordinate and supervise others on a day-to-day basis to ensure the delivery of projects and services.
 - ii. No formal management requirement.

Other factors

18. Responsibility for use of technical equipment on site as required.
19. 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.
20. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
21. 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. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Minimum specialist qualification at HNC/HND level or equivalent record of continuous professional development together with significant post qualification experience.	Application form
2. Able to demonstrate an extensive depth of knowledge and experience specific to the service area and proven success in project delivery in a relevant specialist area.	Application form
3. Professional Membership of a relevant body where specified in the context statement.	Application form
Experience	
4. Significant post-qualification experience in relevant field, including management and leadership of significant projects.	Application form
5. Experience of handling information requests from a wide range of stakeholders and responding with complex professional and technical advice	Application form
6. Experience of project management	Application form
7. Experience of producing committee reports	Application form
8. Experience of successful funding bids	Application form
Skills and abilities	
9. Strong team player able to contribute to joint targets who is also able to work on own initiative	Interview Assessment
10. Ability to communicate with people at all levels	Interview Assessment
11. Accurate and precise in letter and report writing	Interview Assessment
12. Excellent motivation and supervisory skills	Interview Assessment
13. Ability to resolve difficulties using diplomacy and negotiation skills	Interview Assessment
14. Computer literate, including GIS and use of databases	Interview Assessment
15. Ability to fulfil the travel requirements of the post as specified in the context statement.	Interview Assessment



Our values	
16. Respect	Interview Assessment
17. Together	Interview Assessment
18. Accountability	Interview Assessment
19. Openness	Interview Assessment
20. Curiosity	Interview Assessment
Other	
21. Capable of impartial and objective judgement	Application form
22. Able to deal with deadlines and conflicting demands	Application form
23. Confident, tactful and diplomatic	Application form
24. Articulate and fluent verbal communication and presentation skills	Application form
25. Systematic and well organised	Application form
26. Ability to deliver agreed targets and outcomes without significant direction and supervision	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
27. Health and Safety qualification to Level 2 – Supervising Safety.	Application form
28. Level 4 Management qualification, further post graduate qualification in relevant field.	Application form
Experience	
29. Experience of working in a political environment	Application form
30. Experience of producing reports and proofs of evidence for public enquiries	Application form
31. Experience of conducting public research	Application form
Skills and abilities	
32. Ability to carry out thorough documentary research and analysis in the context of current legislation and case law.	Interview Assessment

Approval

Manager's job title: Pay and Reward Team
Date: January 2015

