Job description

Job title:	Senior Technical Officer Supervisor
Grade:	Dorset Council Grade 12
Job evaluation reference:	ES614
Job family:	Natural Environment

Purpose and impact

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

Key responsibilities

2. 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.
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.
5. Provision of day to day advice to professional and technical staff and stakeholders and leadership and management of allocated staff.
6. 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.
7. Responsible for monitoring expenditure and managing allocated budgets ensuring optimum use of resources.
8. Co-ordination 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 identify 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.

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

15. Reporting to: Appropriate manager a specified in the context statement
16. Responsibility for: Required to lead and manage allocated staff. Some responsibility for the co-ordination of people and resources to deliver projects

Other factors

17. Responsibility for use of technical equipment on site as required.



18. 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.
19. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
20. 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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under 'Working for Dorset Council'.

Person specification

Applicants will be shortlisted on the basis of 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 of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations 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
Experience
2. Significant post-qualification experience in relevant field, including management and leadership of significant projects
3. Experience of processing information requests from a wide range of stakeholders and responding with complex professional and technical advice
4. Experience of project management
5. Experience of producing committee reports
6. Experience of successful funding bids
Skills, abilities & knowledge
7. Substantial professional knowledge of relevant law, national, regional and local policy, and a wide range management skills
8. Extensive knowledge of project management
9. High awareness of (and an effective approach to) health and safety issues and good practice
10. Knowledge of leadership and management principles
11. Strong team player able to contribute to joint targets who is also able to work on own initiative
12. Ability to communicate with people at all levels
13. Accurate and precise in letter and report writing
14. Coaching, leadership and management skills
15. Ability to resolve difficulties using diplomacy and negotiation skills
16. Excellent map reading, survey and recording skills
17. Computer literate, including GIS and use of databases
18. Ability to fulfil the travel requirements of the post
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration
Other
23. Capable of impartial and objective judgement
24. Able to deal with pressure
25. Confident, tactful and diplomatic
26. Articulate and fluent verbal communication and presentation skills
27. Systematic and well organised
28. Ability to deliver agreed targets and outcomes without significant direction and supervision

Desirable

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

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

Approval			
Manager	Pay & Reward Team	Date	January 2015

