

# Job description

**Job title:** Senior Technical Officer (Level 3)

**Grade:** Grade 11

**Job evaluation reference:** ES610

**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 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
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 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**

Reporting to: Appropriate manager as specified in the context statement

Responsibility for: Not required to formally supervise others. Some responsibility for the co-ordination of people and resources.

**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.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Minimum specialist qualification at HNC/HND level or equivalent record of continuous professional development together with significant post qualification experience or a professional qualification as specified in the context statement	Application form
2. Able to demonstrate an extensive depth of knowledge and experience specific to the service area.	Application form
<b>Experience</b>	
3. Significant post-qualification experience in relevant field, including management and leadership of significant projects	Application form
4. Experience of handling information requests from a wide range of stakeholders and responding with complex professional and technical advice	Application form
5. Experience of project management	Application form
6. Experience of producing committee reports	Application form
7. Experience of successful funding bids where required for the role	Application form
<b>Knowledge</b>	
8. Substantial professional knowledge of relevant law, national, regional and local policy and a wide range of management skills	Application form Interview Assessment
9. Extensive knowledge of project management	Application form Interview Assessment
<b>Skills and abilities</b>	
10. High awareness of (and an effective approach to) ensuring good health and safety practice	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. Excellent motivation and supervisory skills	Interview Assessment



15. Ability to resolve difficulties using diplomacy and negotiation skills	Interview Assessment
16. Map reading and surveying skills where specified in the context statement	Interview Assessment
17. Computer literate, including GIS and use of databases	Interview Assessment
<b>Our values</b>	
18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
<b>Other</b>	
23. Ability fulfil the travel requirements of the post as specified in the context statement	Application form
24. Capable of impartial and objective judgement	Application form
25. Able to deal with deadlines and conflicting demands	Application form
26. Confident, tactful and diplomatic	Application form
27. Articulate and fluent verbal communication and presentation skills	Application form
28. Systematic and well organised	Application form
29. Ability to deliver agreed targets and outcomes without significant direction	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.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
30. Educated to degree level in a relevant subject	Application form
31. Professional Membership of a relevant body	Application form
32. Level 2 Health and Safety Certification Supervising level.	Application form
<b>Experience</b>	
33. Experience of working in a political environment	Application form
34. Experience of producing reports and proofs of evidence for public enquiries.	Application form



35. Experience of conducting public research.	Application form
<b>Skills and abilities</b>	
36. 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

