

Job description

Job title: Manager (Small Specialist Team)
Grade: Dorset Council Grade 13
Job evaluation reference: ES608
Job family: Natural Environment

Purpose and impact

1. To manage the delivery of high-quality public services in a single specialist area in accordance with corporate priorities providing expert advice within the Directorate and across the wider Council.

Key responsibilities

2. To lead and manage a small team to deliver services to meet required outcomes in allocated specialist areas of responsibility.
3. To assist the Service Manager and provide specialist advice in respect of the delivery and strategic development and planning of the service working proactively and providing expert advice on specialist issues to elected members, service users, partners, the community and other stakeholders to identify and deliver service requirements.
4. To efficiently and effectively manage all available resources within allocated area of responsibility.
5. To manage the team and be accountable for allocated service delivery within the specialist allocated service area.
6. To manage and develop staff in accordance with the Council's people management standards and policies.
7. To identify and deliver opportunities for service and policy development within the specific area of work including opportunities for co-production with partners, volunteers and the community.
8. To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of service and policy developments.
9. To lead on in the development of services and review of policies as directed by the Head of Service and/or Service Manager
10. To lead, plan and implement the delivery of projects as required.
11. To forecast, monitor and manage financial resources and budgets within allocated areas of responsibility including managing funding streams, income generation or the delivery of cost efficiencies.
12. To review commissioning, procurement and contracting strategies and processes as relevant to allocated area of responsibility.
13. To undertake business reviews and the development of business plans for allocated area of responsibility.
14. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of allocated service area.
15. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met within the allocated area of service responsibility.
16. To promote and manage engagement and consultation with service users and the community including Town and Parish councils and interest groups, elected members, partners and other stakeholders.
17. To take responsibility for health and safety within the allocated areas of responsibility ensuring safe systems of work for staff, volunteers and the public.



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18. To represent the Council as required at local, regional, or national meetings and events or in dealing with media enquiries.
19. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
20. 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

21. Reporting to: Appropriate manager as specified in the context statement
22. Responsibility for: Required to manage groups of staff undertaking work in the same general area of service

Other factors

23. To be responsible for technical equipment as connected with particular area of work.
24. To be responsible for the effective management and development of systems to handle group data and data held on behalf of others.
25. Primarily office-based post with regular travel to attend meetings, events and site visits locally, regionally and nationally and occasionally internationally, sometimes under adverse weather and hazardous site conditions.
26. Out of hours working to meet the requirements of the post.
27. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
28. Will be operating in a fast-changing environment and therefore subject to frequently changing problems and circumstances as dictated by their 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. Professional/Degree level qualification or equivalent in relevant specialist area where highlighted in the Context Statement
2. Together with substantial experience in the specialist area and management experience
Experience
3. Significant professional experience in relevant specialist area
4. Managing, motivating, coaching and developing staff and volunteers
5. Working with partners from a range of sectors
6. Budget management
7. Consultation with the public and other stakeholders
8. Experience of strategic planning, the development of options and business cases for changes to service delivery, and the successful implementation of change through leadership and collaboration with stakeholders
Skills, abilities & knowledge
9. Specialist knowledge of theory and practice in designated area of work
10. Principles of good leadership and management
11. Good understanding of policy, legislation and developments in the relevant specialist field of work
12. Best practice relevant to the work of the function
13. Effective leadership management and coaching skills
14. Ability to build rapport and sustain collaborative working relationships
15. Excellent oral and written communication skills, including report writing and presentation skills
16. Budget management
17. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex
18. Proven skills in innovation and creativity in relation to delivery of successful outcomes
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration
Other
23. Able to fulfil the travel requirements



Person specification

Desirable

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

Qualifications/ training/registrations	
24. Management qualification	
Experience	
25. Project management experience	
26. Working in partnership with contractors, consultants and voluntary organisation	
27. Bidding for and securing funding	
28. Organising events and activities and securing community participation	
29. Organising and executing formal and informal educational programmes	
Skills, abilities & knowledge	
30. Project management skills	

Approval			
Manager	Sara Collinson	Date	January 2015

