

## Job description

Job title: Lead Senior Technical Officer  
Grade: Dorset Council Grade 13  
Job evaluation reference: ES605  
Job family: Natural Environment

### Purpose and impact

1. To deliver high quality public services in allocated areas to meet required outcomes in accordance with corporate priorities.
2. To act as the Council's principal professional expert in the designated area of work.
3. To provide guidance and professional advice to elected members, senior officers and partners.
4. To act as the Council's professional expert in the designated area of work.

### Key responsibilities

5. To work proactively with elected members, service users, partners and stakeholders to identify and deliver service requirements.
6. To contribute to strategic planning for future service delivery.
7. To efficiently and effectively manage all available resources within allocated area of responsibility.
8. To lead, plan and be accountable for projects in allocated service area.
9. To ensure that performance is demonstrably effective against national, regional and local indicators, the objectives are achieved, and that high standards of probity are met.
10. To identify and deliver opportunities for service and policy development including opportunities for co-production with partners, volunteers and the community.
11. To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of service and policy developments.
12. To change or develop new policies for services within the allocated area of responsibility and assist the Head of Service and/or Service Manager in the development of wider policies.
13. To keep under review and improve systems, procedures and operational policies related to designated area of responsibility.
14. 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.
15. Manage and review commissioning, procurement and contracting strategies and processes as relevant to allocated area of responsibility.
16. To lead business reviews and the development of business plans for allocated area of responsibility.
17. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of allocated service area.
18. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met within the allocated area of service responsibility.
19. To lead, promote and manage engagement and consultation with service users and the community including District, Town and Parish councils and interest groups, elected members, partners and other stakeholders.
20. 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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21. To represent the Council as required at local, regional, or national meetings and events or in dealing with media enquiries.
22. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
23. 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

24. Reporting to: Service manager as specified in the context statement
25. Responsibility for: There is no direct line management responsibility connected with this particular role although some supervision of temporarily assigned staff working in partnership might be required.

### Other factors

26. To be responsible for the effective management and development of systems to handle Group data and data held on behalf of others.
27. 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.
28. There may be an element of out of hours working to meet the requirements of the job.
29. The work will be subject to deadlines involving frequently changing circumstances and conflicting priorities e.g. working with Environment Agency and other bodies to introduce innovative ways of working and complying with complex regulations (such as waste regulations) with potential serious consequences for the Council.

### 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.

<b>Qualifications/ training/registrations</b>	
Required by law, and/or essential to the performance of the role	
1.	Relevant degree or equivalent level qualification and/or substantial relevant experience
2.	Membership of an appropriate professional body if required
<b>Experience</b>	
3.	Substantial experience of dealing with a range of senior stakeholders, including MPs and community leaders
4.	Experience in and sound understanding of asset management, resource planning, business planning and budgetary control
5.	Experience of providing services for, working in partnerships with, or working in Local Government together with a clear understanding of the financial and service framework in which it operates
6.	Experience of planning for, managing and successfully delivering change to meet business needs
7.	Substantial experience of the democratic local government process and dealing with elected members including committee presentation work, public events, consultation and dealing with the media
8.	Recent experience of relevant policy development
<b>Skills, abilities &amp; knowledge</b>	
9.	Appreciation of business principles in managing a high-profile public service or similar organisation
10.	Sound understanding of asset management, resource planning, service planning and budgetary control
11.	Knowledge of Health and Safety systems
12.	Considerable knowledge of policy, regulatory and statutory frameworks
13.	Knowledge of public sector commissioning/procurement
14.	Customer focused with ability to establish and maintain effective relationships at senior level
15.	Ability to manage service wide budgets and optimise the use of resources
16.	Leadership skills
17.	Successful innovator
18.	Ability to cope under pressure and decide between competing priorities
19.	Good negotiation and communication skills, both written and oral
20.	Ability to analyse complex data and formulate rational solutions and decision-making skills based on sound evidence
21.	Ability to work with others and effectively network with a range of internal and external stakeholders
22.	Good planning, budgetary and project management skills
23.	Ability to lead on and adapt to change.
<b>Behaviours</b>	
24.	<a href="#">Respect</a>
25.	<a href="#">Responsibility</a>
26.	<a href="#">Recognition</a>
27.	<a href="#">One Team: Collaboration</a>



## Person specification

Other
28. Able to fulfil the travel requirements of the post

### Desirable

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

Skills, abilities & knowledge
29. Clear knowledge of the funding issues relevant to the area of responsibility including external income sources
30. Detailed knowledge of appropriate plans and related Government targets within areas of responsibility
31. Commercial awareness, with the ability to identify and develop service improvement and/or income generation/cost sharing opportunities, working with community representatives and other stakeholders
32. Knowledge of and experience with relevant IT systems and programmes
33. Service understanding and focus

Approval			
Manager	Pay & Reward Team	Date	January 2015

