

Job description

Job title: Lead Senior Technical Officer

Grade: Dorset Council Grade 13

Job evaluation reference: ES605

Job family: Natural Environment

Purpose and impact

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

Key responsibilities

1. To work proactively with elected members, service users, partners and stakeholders to identify and deliver service requirements.
2. To contribute to strategic planning for future service delivery.
3. To efficiently and effectively manage all available resources within allocated area of responsibility.
4. To lead, plan and be accountable for projects in allocated service area.
5. 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.
6. To identify and deliver opportunities for service and policy development including opportunities for co-production with partners, volunteers and the community.
7. To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of service and policy developments.
8. 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.
9. To keep under review and improve systems, procedures and operational policies related to designated area of responsibility.
10. 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.
11. Manage and review commissioning, procurement and contracting strategies and processes as relevant to allocated area of responsibility.
12. To lead business reviews and the development of business plans for allocated area of responsibility.
13. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of allocated service area.
14. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met within the allocated area of service responsibility.
15. 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.
16. To take responsibility for health and safety within the allocated areas of responsibility ensuring safe systems of work for staff, volunteers and the public.



17. To represent the Council as required at local, regional, or national meetings and events or in dealing with media enquiries.
18. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
19. 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: Service manager as specified in the context statement

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 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 and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. 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. Relevant degree or equivalent level qualification and/or substantial relevant experience | Application form |
| 2. Membership of an appropriate professional body if required | Application form |
| Experience | |
| 3. Substantial experience of dealing with a range of senior stakeholders, including MPs and community leaders | Application form |
| 4. Experience in and sound understanding of asset management, resource planning, business planning and budgetary control | Application form |
| 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 | Application form |
| 6. Experience of planning for, managing and successfully delivering change to meet business needs | Application form |
| 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 | Application form |
| 8. Recent experience of relevant policy development | Application form |
| Knowledge, skills & abilities | |
| 9. Appreciation of business principles in managing a high-profile public service or similar organisation | Interview Assessment |
| 10. Sound understanding of asset management, resource planning, service planning and budgetary control | Interview Assessment |
| 11. Knowledge of Health and Safety systems | Interview Assessment |
| 12. Considerable knowledge of policy, regulatory and statutory frameworks | Interview Assessment |
| 13. Knowledge of public sector commissioning/procurement | Interview Assessment |
| 14. Customer focused with ability to establish and maintain effective relationships at senior level | Interview Assessment |
| 15. Ability to manage service wide budgets and optimise the use of resources | Interview Assessment |
| 16. Leadership skills | Interview Assessment |



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|---|----------------------|
| 17. Successful innovator | Interview Assessment |
| 18. Ability to cope under pressure and decide between competing priorities | Interview Assessment |
| 19. Good negotiation and communication skills, both written and oral | Interview Assessment |
| 20. Ability to analyse complex data and formulate rational solutions and decision-making skills based on sound evidence | Interview Assessment |
| 21. Ability to work with others and effectively network with a range of internal and external stakeholders | Interview Assessment |
| 22. Good planning, budgetary and project management skills | Interview Assessment |
| 23. Ability to lead on and adapt to change. | Interview Assessment |
| Our values | |
| 24. Respect | Interview Assessment |
| 25. Together | Interview Assessment |
| 26. Accountability | Interview Assessment |
| 27. Openness | Interview Assessment |
| 28. Curiosity | Interview Assessment |
| Other | |
| 29. Able to fulfil the travel requirements of the post | 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 and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

| Knowledge, skills & abilities | Assessed through: |
|---|--------------------------|
| 30. Clear knowledge of the funding issues relevant to the area of responsibility including external income sources | Interview Assessment |
| 31. Detailed knowledge of appropriate plans and related Government targets within areas of responsibility | Interview Assessment |
| 32. 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 | Interview Assessment |
| 33. Knowledge of and experience with relevant IT systems and programmes | Interview Assessment |
| 34. Service understanding and focus | Interview Assessment |

