

## Job description

Job title: Senior Technical Officer- Level 4  
Grade: Dorset Council Grade 12  
Job evaluation reference: ES603  
Job family: Environment and the Economy

### Purpose and impact

1. To lead people to support the delivery of projects and services to achieve required outcomes within an allocated area of service
2. To direct and manage 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.

### Key responsibilities

5. Provision of day to day leadership and provision of professional advice to other professional and technical staff, partners, stakeholders, and councillors
6. Direction and management of 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 and direction 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

16. Reporting to: Appropriate manager as specified in the context statement
17. Responsibility for:
  - i. Responsibility to direct, co-ordinate and supervise others on a day to day basis to ensure the delivery of projects and services.
  - ii. No formal management requirement.



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### 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 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 criteria are the minimum requirement for the above post.

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

## Essential

<b>Qualifications/ training/registrations</b>	
Required by law, and/or essential to the performance of the role	
1.	Minimum specialist qualification at HNC/HND level or equivalent record of continuous professional development together with significant post qualification experience.
2.	Able to demonstrate an extensive depth of knowledge and experience specific to the service area and proven success in project delivery in a relevant specialist area.
3.	Professional Membership of a relevant body where specified in the context statement
<b>Experience</b>	
4.	Significant post-qualification experience in relevant field, including management and leadership of significant projects
5.	Experience of handling information requests from a wide range of stakeholders and responding with complex professional and technical advice
6.	Experience of project management
7.	Experience of producing committee reports
8.	Experience of successful funding bids
<b>Skills, abilities &amp; knowledge</b>	
9.	Strong team player able to contribute to joint targets who is also able to work on own initiative
10.	Ability to communicate with people at all levels
11.	Accurate and precise in letter and report writing
12.	Excellent motivation and supervisory skills
13.	Ability to resolve difficulties using diplomacy and negotiation skills
14.	Computer literate, including GIS and use of databases
15.	Ability to fulfil the travel requirements of the post as specified in the context statement.
<b>Behaviours</b>	
16.	<a href="#">Respect</a>
17.	<a href="#">Responsibility</a>
18.	<a href="#">Recognition</a>
19.	<a href="#">One Team: Collaboration</a>
<b>Other</b>	
20.	Capable of impartial and objective judgement
21.	Able to deal with deadlines and conflicting demands
22.	Confident, tactful and diplomatic
23.	Articulate and fluent verbal communication and presentation skills
24.	Systematic and well organised
25.	Ability to deliver agreed targets and outcomes without significant direction and supervision

## Desirable

<b>Qualifications/ training/registrations</b>	
26.	Health and Safety qualification to Level 2 – Supervising Safety.

## Person specification

27. Level 4 Management qualification, further post graduate qualification in relevant field.

### Experience

28. Experience of working in a political environment

29. Experience of producing reports and proofs of evidence for public enquiries

30. Experience of conducting public research

### Skills, abilities & knowledge

31. Ability to carry out thorough documentary research and analysis in the context of current legislation and case law.

### Approval

Manager	Pay and Reward Team	Date	January 2015
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