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| Job ID: | REGTP | Grade: | PR8 | Job Family Level: | 8 |
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# Regulatory, Technical & Property Job Family

**Job Family Summary:** The Regulatory, Technical & Property Job Family provide services of a technical or specialist nature to internal and external customers on behalf of the Council. The roles covers a variety of activities related to design, construction, inspection, planning, maintenance and management of buildings, roads infrastructure, grounds, school/campus technical support, regulatory and enforcement activities within the Perth and Kinross area. This job family will be responsible for applying and ensuring national standards and legislation are adhered to.

**Role Summary:** A typical role is highly effective in their specialist or technical area and will undertake a range of activities, with a degree of complexity. Roles will manage their work independently and be accountable for the delivery of an effective and efficient service and contribute to strategy and plans. Deal with day-to-day issues as referred by members of the team, may lead on projects/contracts with financial management responsibility and typically contribute to the review, planning and co-ordination or area of responsibility. Roles typically manage staff and co-ordinate their work, ensuring quality standards, legislation and regulations are met.

| Knowledge & Skills   | Behaviours  |
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| <ul style="list-style-type: none"> <li>• Knowledge and ability to support effective service delivery by undertaking a range of technical/specialist/design tasks and inspections to the required standard</li> <li>• Knowledge and understanding of the work area to contribute to the development and implementation of team plans and ways of working</li> <li>• Analytical skills and understanding to assess and analyse information, problems or situations ensuring compliance with legislation/regulations, best practice and quality standards</li> <li>• Knowledge and understanding of procurement and tendering processes and procedures, where appropriate</li> <li>• Ability to undertake investigations/inspections/surveys, report findings and recommendations</li> <li>• Ability to develop and monitor approved programme of works/projects, ensuring where appropriate, target and costs are met</li> <li>• Knowledge and ability to interpret and implement technical standards, regulations/legislation within area of work, including updates/changes</li> <li>• Organisational skills to plan, prioritise and schedule workload for self and others</li> <li>• Knowledge in the use and care of specialist/technical equipment</li> <li>• Communication skills to deal effectively with more complex enquiries and requests by providing technical/specialist advice and information which may</li> </ul> | <ul style="list-style-type: none"> <li>• Committed to delivering high quality services in accordance with PKC Customer Service Standards</li> <li>• Demonstrate confidentiality and integrity of all Council information</li> <li>• Committed to treating colleagues and customers with dignity and respect in line with the Employee Code of Conduct</li> <li>• Committed to promote and act as a role model on the Council's values on equality and diversity</li> <li>• Demonstrate a commitment to learning, improvement and innovation by proactively seeking out opportunities for personal development</li> <li>• Demonstrate a flexible approach to change; challenge the status quo to bring about change and embrace new ways of working</li> <li>• Demonstrate initiative taking responsibility for decisions to achieve results</li> <li>• Lead by example in demonstrating expected behaviours; inspiring colleagues to follow your example</li> <li>• Demonstrate enthusiasm with a desire to make a difference, empowering and supporting your team to initiate improvements to services valuing everyone's contribution inspiring confidence</li> </ul> |

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| <p>require investigation, research and explanation</p> <ul style="list-style-type: none"> <li>• Interpersonal skills to provide explanations of outcomes using a range of advising, guiding, persuading or negotiating skills to encourage others to adopt a particular course of action</li> <li>• Digital leadership skills to positively embrace technology with operational knowledge of systems in terms of functionality and capability to deliver efficient services</li> <li>• Knowledge and ability to develop and/or manage information or systems, managing their review and development for departmental use</li> <li>• Knowledge and understanding of financial/auditing activities and procedures to assist with the management of contracts and where appropriate, budget monitoring</li> <li>• Supervisory skills to co-ordinate work, on the job training, performance appraisal and assessing work against expected standards, where appropriate</li> <li>• Knowledge, understanding and ability to apply relevant Council policy and as appropriate, external regulations for improving service delivery</li> <li>• Ability to comply and implement health and safety policy and health and safety management arrangements within their area of responsibility</li> <li>• Ability to comply, lead and manage the Council's civil contingencies policy and develop emergency plans within their area of responsibility</li> </ul> | <p>in others</p> <ul style="list-style-type: none"> <li>• Committed to being part of a safe working environment for themselves and others by observing safe working practices and the Council's Health and safety Policies and Procedures</li> <li>• Committed to the implementation of the Councils approach to the management of health and safety</li> <li>• Committed to promoting health and wellbeing to build employee resilience</li> <li>• Committed to a coaching style approach to help others to find their own solutions</li> <li>• Committed to co-designing processes with a clear focus on the customer experience enhancing the lives of our communities</li> <li>• Proactively addresses climate change in their activities and encourages others to do the same</li> </ul> |
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