

City of Edinburgh Council job description

Post title	Team Leader – Safety Inspections
Directorate	Place
Service	Roads and Infrastructure
Responsible To	Senior team Leader
Number of post holders	2

Purpose of job

To be primarily responsible for the performance, efficiency and delivery of an operational service within a Roads and Infrastructure Inspection Team.

To lead, organise and manage the work of a team of Transport Safety Inspectors, including, where appropriate, any contractors and agency staff assigned to the team in carrying out inspections of roads, footways, and other transport assets.

The what - major tasks and job activities

1. To lead and manage a team of staff responsible for transport safety inspections to achieve Key Service Outcomes.
2. Ensure services are effectively delivered to specification; to budget and within timescale, taking personal responsibility for the development of sustainable team plans, service delivery and development to ensure the service provides best value.
3. Ensure that agreed standards, policies and procedures are met and that all operations comply with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
4. To undertake a range of tasks within the team covering public liability claim investigation, customer and elected member enquiries, safety inspection route implementation and performance management.
5. Ensure that safety inspections are carried out, on-time and in-line with our Risk-Based Approach to Safety Inspections. Monitor safety inspections through the service's asset management system.
6. Deputise for Senior Team Leader as required.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You'll bring:

- An HND level or equivalent in a relevant discipline with extensive knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

In the role you'll:

- Take remedial action to resolve any problems and keep the Senior Team Leader appraised.
- Monitor and review delivery of transport safety inspections and as such will have impact on cost and quality of work.
- Take the lead role on customer care issues, ensuring that works are carried out with consideration to the needs of residents, businesses and the travelling public, resolving any complaints, conflicts or disputes.
- Be responsible for the operational performance of the service using creativity and innovation to ensure that agreed outcomes are achieved within resources available. You will be responsible for engaging with staff and other stakeholders of the service to implement new approaches to service delivery promoting continuous improvement to service effectiveness and efficiency.

You'll regularly take decisions on:

- The operational the delivery of services, including the deployment of staff and other resources.
- The need for additional work on site; identify the need to deviate from planned work in an emergency; to work with the team; monitor and assess the suitability of all resources on site to produce work to the desired quality and standard monitor the working methods of the team to ensure that work is carried out in a safe manner; plan and programme work in conjunction with the Senior Team Leader.

The decisions you take will:

- Contribute to the continuing improvement of the service, as part of the wider Transport Asset Management team, monitor work methods and identify potential improvements to improve efficiency and effectiveness.
- Will have an impact on cost and quality of work of services which have a high public profile and visibility.

Environment - work demands, physical demands, working conditions, work context

You'll normally work:

- To strict deadlines. You'll manage a front-line operational services responding effectively to the changing local demands impacting on the service within agreed resource constraints.
- Within the range of a hybrid team on-site staff responding effectively to the changing local demands impacting on the service within agreed resource constraints.
- Within the range of normal office-based activities, although the post may be exposed to some adverse working conditions these will be predominantly on-site safety inspections. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations when carrying out safety inspections. (up to 10% of the time).

Supervision and management of people

You'll be responsible for:

- Direct line management of five 5 safety inspectors (Grade 6).

Resources the job holder will be responsible for

- The post holder is required to ensure that staff are equipped with the appropriate IT and telecommunications equipment and ensure that staff are equipped with the appropriate PPE.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).