

Person Specification

Position Title	Team Leader
Division / Section	Planning and Transport
Service Area	Edinburgh Road Services
Responsible To	Contracts and Logistics Manager

Person Specification

Qualifications, training & professional membership	• S/NVQ Level 3 in Highway Maintenance	Essential
	• Evidence of continuing professional development.	Essential
	• Full UK Driving Licence (preferably C1 or C)	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

LEADERSHIP

- Significant experience of leading and managing relevant or equivalent service within an organisation of comparable scope, size and complexity within the public or private sector. Essential
- Ability to provide strong leadership to create a high performance culture and a clear sense of purpose. Essential
- Experience of leading and managing relevant or equivalent service in a political environment. Desirable

EXPERIENCE

- Significant experience of construction and maintenance of roads, pavements, street lighting and other works. Essential

STRATEGY AND CHANGE

- Setting the direction for relevant or equivalent service based on the principles of governance, risk management, probity, statutory requirement and Essential

- best value.
- Developing and driving strategy and policy to deliver sustainable and successful outcomes Essential
- Experience of successfully leading transformation of services. Essential

PARTNERSHIP & ENGAGEMENT

- Successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government and public agencies Desirable
- Experience of leading employee and stakeholder engagement. Essential

COMMERCIAL

- Business and commercial acumen to support strategic delivery of professional and support services, including ability to interpret and understand complex financial and budgetary information. Essential

LEGISLATION

- Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. Essential
- Knowledge and demonstrable experience of operating within CDM regulations and practices Essential

OPERATIONAL MANAGEMENT / VALUE FOR MONEY

- Extensive experience of delivery of a major public maintenance service delivering excellent value for money for the Council. Essential

CUSTOMER FOCUS

- Extensive experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities. Essential

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

- Customer focused**
- promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations
 - identifies opportunities to improve the way the team delivers customer/client services
 - ensures teams correctly identify customer/client needs and provide satisfactory solutions
 - takes personal responsibility to manage customer/client relationships
 - implements service improvements
 - monitors quality of service.
- Works Effectively with others**
- treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
 - identifies with and has a shared commitment to achieving team objectives
 - shares knowledge and information with others
 - thanks others for their contribution and efforts
 - fosters good working relationships within teams in own department
 - actively seeks others input and values their contributions.
- Managing change**
- reacts positively to change
 - is flexible and adapts plans in response to change
 - prepares and supports team members during periods of change
 - constructively challenges current thinking and procedures and offers alternative solutions
 - gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.
- Taking Ownership and Responsibility**
- takes the initiative to start activities or actions
 - recognises when a decision is needed and commits to act
 - is proactive, acts quickly to address current issues
 - seeks feedback and takes appropriate action
 - takes responsibility for personal development
 - modifies own behaviour to influence different situations.
- Communicating Effectively**
- uses positive, appropriate language in all situations
 - communicates clearly and concisely to influence others
 - uses a variety of methods to communicate in the most effective manner

- creates a positive confident impression
- uses interpersonal skills to have a positive impact in meetings
- keeps written messages simple.

Planning and Decision Making

- regularly monitors progress and takes corrective action to ensure priorities are met
- gathers information from several readily available sources
- considers information objectively to establish logical options and generate solutions
- considers options and risks before making a decision
- determines resources and co-ordinates work logically to ensure tasks are completed effectively.

Leading Others

- earns respect by setting a positive example through own behaviour and actions
- clearly identifies what has to be done and communicates reasons to team
- motivates and drives individuals to achieve personal objectives
- supports and encourages others to confidently make decisions
- engages others and gains commitment to the Council vision
- facilitates interactions so people work effectively together, handles strong personalities
- adapts leadership style to suit different situations.

Managing Performance and Developing Others

- strives to continually improve own and team's performance
- provides regular and constructive feedback
- coaches others to learn new skills
- reinforces/supports the use of newly acquired skills
- visibly supports the processes for learning and development
- sets individual targets and instils a desire to achieve targets
- complies with the requirements of the Council's performance management process (PRD).

Political Sensitivity

- understands how underlying issues and opportunities affecting the team impact on day to day planning
- recognises team constraints - what is or is not possible in different circumstances
- builds team relationships to get things done
- accepts that the political decision making process of the Council will influence the team.