

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>JOB TITLE:</b>	Head of Engineering Services
<b>REFERENCE:</b>	COM948
<b>SALARY SCALE:</b>	PO16-19 (scp 46-49) £57,875 to £61,430 per annum Plus 7.5% Lease Car Contribution
<b>HOURS OF WORK:</b>	37 hours per week
<b>POST NO:</b>	D109
<b>SERVICE AREA:</b>	Engineering Services
<b>RESPONSIBLE FOR:</b>	Engineering Services, Surveying and Refuse and Recycling collection services
<b>RESPONSIBLE TO:</b>	Director of Community Services
<b>JOB PURPOSE:</b>	To manage employees within the Engineering Section and allied services and provide professional advice to the Council and its Directors in order to promote effective services.

## KEY RESULT AREAS:

- Provide leadership of Engineering and allied services, creating and managing a high-performance culture incorporating the Council's Performance Management processes and the principles of securing premium value for the community.
- Manage Engineering and allied services including Waste Management, effectively and efficiently, responding to the needs of the community as identified in the Council's Corporate Plan, specific council policies and in accordance with statutory provisions.
- Prepare revenue and capital estimates for the Section, monitor income and expenditure, maintain budgetary control in accordance with the principles value for money.
- Manage the physical assets and associated functions of the Section effectively and efficiently.
- Manage the employees of the Section in accordance with the Council's values and policies.

- In relation to the Section and its activities, advise elected members and attend committees, working groups, outside bodies etc. at the discretion of the Director.
- Contribute to the collective management of the Council through the Service Heads Team and the Council's forward planning processes.
- Undertake the preparation of all contract documentation and administer the tender and award process.
- Manage the services carried out by the section under agency arrangements.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Educated to degree level.		Application Form/ Interview
Chartered engineer status.		Application Form/ Interview
<b>Experience</b>		
Management of complex technical operations.		Application Form/ Interview
Preparation of concise/accurate specifications.		Application Form/ Interview
Experience of working to deadlines and tight timescales, within a busy environment, managing conflicting priorities.		Application Form/ Interview
	Implementation of organisational change.	Application Form/ Interview
	Working in a political environment.	Application Form/ Interview
	Waste Services Experience.	Application Form/ Interview
<b>Skills/Knowledge</b>		
Project planning and management.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
Strategic thinking and delivery. Assessing and identifying relevant information, making accurate decisions and taking appropriate action.		Application Form/ Interview
Experience of producing accurate written information.		Application Form/ Interview
Experience of communicating across a wide spectrum of people, both individuals and in groups.		Application Form/ Interview
	Experience of managing, motivating and developing teams to achieve business objectives.	Application Form/ Interview
	Ability to address meetings competently.	Application Form/ Interview
	Experience of complex negotiating skills.	Application Form/ Interview
	Ability to undertake costing and estimating.	Application Form/ Interview
	Ability to design systems that efficiently and effectively meet Council objectives.	Application Form/ Interview
<b>Additional</b>		
Confidence and resilience.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Demonstrate self-motivation and willingness to develop self within the role and set high standards – personally and organisationally.		Application Form/ Interview
Can deal positively with a wide variety of people.		Application Form/ Interview