

# Lancashire County Council

## Grade Profile

### Grade Profile – Managerial – (Grade 8)

Applies to all managerial posts at Grade 8

<b>Purpose</b>
Supervises a small team of semi-skilled or part-qualified staff or a larger team engaged in similar work (e.g. specialised administration) to deliver a service meeting well defined, short term deliverables.
<b>Scope of Work</b>
Role holders at this level will be expected to manage the human and financial resources allocated to the team. They must be able to use judgment to deal with daily unforeseen problems with limited guidance, within established procedures. Roles at this level are typically the first level of professional line management in the council. They will generally have freedom to make practical and operational decision making within closely defined policies and procedural guidance.
<b>Accountabilities/Responsibilities</b>
<ul style="list-style-type: none"> <li>▪ Manage and co-ordinate the work of a team to ensure that council procedures are properly implemented and that outputs are accurately recorded and meet with wider service needs.</li> <li>▪ Manage the performance of staff, following council policies and procedures e.g. sickness monitoring.</li> <li>▪ Identify and act upon opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services.</li> <li>▪ Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards.</li> <li>▪ Train others in the use of specialist equipment, systems or work methods in order to support the development of the team or service.</li> <li>▪ Manage a small budget, and/or influence decisions about a larger budget, to ensure appropriate resources are available to run the team or work area.</li> </ul>
<b>Skills, Knowledge and Experience</b>
<ul style="list-style-type: none"> <li>▪ GCSE or equivalent plus significant experience of working in a similar role OR part-professional qualification.</li> </ul> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>▪ Delivery of specified results e.g. outputs, volumes.</li> <li>▪ Achievement of short term milestones.</li> <li>▪ Quality of partner relationships.</li> <li>▪ Budgeted vs. planned expenditure.</li> <li>▪ Customer satisfaction (internal or external) and service level measures.</li> <li>▪ Work force indicators (turnover, timeliness, absenteeism etc.).</li> </ul>

- Projects variance from time/budgets targets.

**Lancashire County Council**  
**Person Specification (Grade 8 – Managerial)**

<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>Identified by Application Form (A) or Interview (I)</b>
<b>Qualifications:</b>		
GCSE or equivalent plus significant experience of working in a similar role	E	A
OR		
Part-professional qualification	E	A
OR		
Specialised skills acquired through significant on the job experience.	E	A
<b>Experience:</b>		
Experience of supervising staff, including ability to delegate and track performance.	E	A/I
Experience of managing budgets and resources.	E	A/I
<b>Knowledge and Skills:</b>		
Comprehensive understanding of the work practices, processes and procedures relevant to the role.	E	A/I
Empathy and sensitivity to the needs of staff.	E	A/I
Good written and verbal communication skills.	E	A/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I