

Lancashire County Council Grade Profile

Grade Profile – Technical/Professional – (Grade 9)

Applies to **all** technical/professional posts at Grade 9

Purpose

Qualified professionals providing technical/professional services and advice to customers within a specific service area. Uses expertise to deliver workload for which they have a standalone professional responsibility.

Scope of Work

Their work will be based on a theoretical understanding of their technical/professional field, but they will be operating within well-established professional procedures and defined Council policies. Work will involve a broad range of complex problems and role holders will need to manage changing priorities and use professional judgment to respond to differing situations.

Accountabilities/Responsibilities

- Deliver and manage a full range of professional assignments and activities (e.g. inspections, assessments, investigations, caseloads) within a defined area to meet service requirements and to ensure council compliance with statutory, regulatory and professional requirements.
- Provide specialist advice and guidance to internal/external customers, making technical/professional recommendations about a course of action appropriate to the situation.
- Provide technical assistance and specialist training to more junior colleagues or external parties to ensure they are equipped to deliver their responsibilities.
- Identify opportunities for improvements to policies and procedures within work area in order to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
- Plan, control and manage small/medium projects to meet a well-defined brief, and provide input to larger projects to resolve specific issues. This may include analysing complex data and producing ad hoc reports using professional expertise
- Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.

Skills, Knowledge and Experience

- Typically degree qualified (or equivalent) in relevant subject plus number of years' experience in a similar role OR significant vocational experience at a demonstrably professional level.
- Formal professional qualification within specialism (if applicable).
- Up to date and thorough knowledge and understanding of the work practices, systems, processes and procedures relevant to the role, and a good understanding of the council policies and services related to the role.
- Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role.

- Sound analytical and problem solving capability.
- Able to formally train and mentor other professional staff.
- Ability to influence others' behaviour through effective relationship building.

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Performance Indicators

- Quality of own work against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

Lancashire County Council
Person Specification (Grade 9 – Technical/Professional)

Qualifications:		
Degree qualified (or equivalent) in relevant subject plus number of years' experience in a similar role OR Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles OR Formal professional qualification within specialism (if applicable).	E	AF
Experience:		
Experience of working independently with relevant specialised systems, equipment and/or IT software.	E	AF/I
Knowledge and Skills:		
Up to date and thorough knowledge and understanding of the work practices, systems, processes and procedures relevant to the role, and a good understanding of the Council policies and services related to the role.	E	AF/I
Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role.	E	AF/I
Sound analytical and problem solving capability.	E	AF/I
Able to formally train and mentor other professional staff.	E	AF/I
Ability to influence others' behaviour through effective relationship building.	E	AF/I
Other (including special requirements)		
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

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	Design and Construction, Bridge Engineering
Post title	Grade 9 Senior Engineer (Building Structures)
Description of main activities the employee will be required to undertake (or attach generic profile) See advert and generic profile	
Form completed by: (print name) C Wilding	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager <i>(please print)</i>		D Leung	
Telephone Number:	01772 534483	Date:	22 December 2020