



## Role Description

**Role Title:** Specialist

**Location:** Yeovil / Agile

**Job Family:** Specialist

**Grade:** 6-7

### Main purpose

Provide customer focused specialist advice within the Council and externally, promoting the work of the Council and its reputation.

To provide specialist knowledge and expertise in delivery of service to external customers and within the organisation.

### Key tasks

#### Grade 6

- To provide a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise.
- Deliver customer focused specialist advice and services, keeping up to date with current and emerging legislation, best practice and policy to ensure continuous development and improvement in services.
- Being accountable for complex or contentious applications, cases and inspections, ensuring satisfactory resolution and liaising with external agencies and partners including courts, tribunal services, Inquiries appeals and other formal processes.
- Support, guide and advise the case services team and the customer focused team.
- Prepare and present reports to council committees and other internal and external meetings.
- Ensure personal, professional development is maintained to the required standards.
- Contribute to reduced demand by building prevention and enabling into daily work and providing specialist advice to the rest of the organisation.
- Act as a champion for a subject /specialism providing expertise and knowledge to other area(s) of the organisation - advising, educating, acting as a buddy, and supporting knowledge transfer to enable the organisation to maximise performance.
- Promote equality of opportunity in all aspects of the role in line with corporate policies, training and procedures.





- Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.

### **Grade 7**

- All of above.
- To ensure that enquiries and cases are managed and completed at the appropriate level (both within the specialist team and across the organisation).
- Specify and manage projects and contracts that deliver community and corporate objectives.
- Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
- Ensure and develop appropriate levels of quality and specialist knowledge across the organisation.
- Develop and manage Council policies and contribute to the Corporate Plan and the development of service strategy alongside the strategic planning team.





## Personal Specification

### Professional and educational qualifications

	Qualification	Experience
<b>Development Management</b>	Qualification: accredited by the Royal Town Planning Institution (RTPI) (or equivalent) or similar relevant qualification or qualified by strong relevant professional experience'	Experience in one or more of the following areas: conservation, ecology, historic buildings, development management, arboriculture, landscape architecture
<b>Environmental Health</b>	Qualification: Environmental Health degree (or equivalent), or qualified by strong relevant professional experience	Experience in one or more of the following areas: food and safety, environmental protection, housing standards
<b>Economic Development</b>	Qualification: from Institute of Economic Development or other relevant degree, or qualified by strong relevant professional experience	Experience in one of the fields of economic development delivery, and/or policy, regeneration and development
<b>Revenues and Benefits</b>	Qualified by strong relevant experience	Experience in one or more of the following areas: Council tax, business rates, benefits and council tax support
<b>Housing</b>	Chartered Institute of Housing (CIH) (or equivalent), or qualified by strong relevant professional experience	Experience in one or more of the following areas: homelessness legislation, allocations, strategic housing, appeals, welfare and tribunals, gypsies and travellers, Careline, private sector
<b>Building Control</b>	Member of Chartered Institute of Building Engineers (MCOIB), Member of Royal Institute of Chartered Surveyors (MRICS) or equivalent or qualified by strong relevant experience in the building industry.	Experienced with a good understanding of the building control environment, built environment and building industry
<b>Licensing</b>	Qualification: licensing qualification or qualified by strong relevant professional experience	Experience in one or more of the following areas: Licensing Act, Gambling Act, taxi licensing
<b>Compliance and Enforcement</b>	Qualified by strong relevant experience	Experience: strong relevant experience in the resolution of enforcement within relevant legislative areas and knowledge of PACE (Police & Criminal Evidence Act)

#### Desirable

- Membership of relevant professional body





## Experience

Essential	Desirable
Professional competence / expertise and proven experience in the relevant specialism(s)	Experience of working for a local authority
Assisting in planning and delivering projects/ programmes	Partnership working
Preparation and presentation of reports	Planning and delivering projects/ programmes
Experience in dealing with service users and stakeholders	Working in a matrix environment where cross team and corporate working are essential

## Key Skills

Essential	Desirable
Proactive with commitment to provision of excellent customer service	Project and/ or change management
Ability to prioritise, meet deadlines and work effectively under pressure	Able to exploit the use of new technology
Good communication skills both written and verbal to include report writing, presentation and influencing skills	Investigative skills
Verbal reasoning	Negotiation
Decision making and problem solving	Able to work with teams across an organisation to improve services
Committed to high standards of performance and quality	Project and/ or change management
Team working	
Microsoft Office	
Flexible and resourceful	
Proficient in relevant IT applications	





## Knowledge

Essential	Desirable
A good knowledge of the working practices and methodologies of at least one of the relevant specialist services	Good knowledge of terminology and acronyms used by service areas
Good working knowledge of legislation and developments within the specialism	Contracts and procurement methods and practices
Equalities policy and procedures	Project and/or change management
Broad knowledge of the Council systems and services	

