

## Oxfordshire County Council - Role Profile Final

<b>Role Title</b>	Officer	<b>Department</b>	Infrastructure Delivery	<b>Date</b>	November 2017
<b>Grade</b>		<b>Location</b>	Various	<b>Reports To</b>	Various

<b>Role Purpose</b>	Provide support within an allocated area of work, to ensure a high quality service that delivers value for money for its customers in line with legislative requirements and the council's policies and practices.
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Section 1 Outputs/Accountabilities		Section 2 Qualities & Behaviours		
<i>6 to 8 generic statements covering main responsibilities in the role. Remaining accountabilities can be added to reflect local circumstances.</i>		No	Quality & Behaviour	Range
1.	Plan and implement elements relating to service delivery ensuring set targets are met in line with the council's policies and practices.	1.	Teamwork	3
2.	Provide support and advice to stakeholders to ensure a cost effective quality service is delivered.	2.	Communication	2
3.	Monitor contractor and service performance, as required, to ensure value for money and service delivery.	3.	Customer Focus	3
4.	Maintain effective communication with all relevant stakeholders to ensure expectations are managed and issues escalated as necessary.	5.	Delivering Excellence	3
5.	Maintain effective working relationships with stakeholders and operational teams so that an effective service is delivered in line with the council's policies and procedures.	6.	Planning and Organising	3
6.	Collect and analyse information, preparing reports and documentation, as required, to assist in ensuring the effective running of the service.	7.	Decision Making	3
7.	Assist in promoting and delivering a positive and proactive Health & Safety culture to ensure Health and Safety is embedded into everyday working and legislative requirements are met.	9.	Change Orientation/Flexibility	3
8.		10.	Resilience/Drive	3

<b>Nature &amp; Scope</b>	<i>This section should include any minimum qualification requirements necessary for the role.</i>
	<p><b><u>For G7/8/9</u></b></p> <p>Experience of working within the specified area of expertise.</p> <p>Knowledge of the latest legislative requirements as they relate to the identified specialist field.</p> <p><b><u>For G9 post; G8 plus;</u></b></p> <p>Education to level 4 NVQ or equivalent in a related discipline or experience of working in a local government environment for a period of 5 years</p>

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Appropriate specific technical qualifications related to the service such as monitoring street works or an arboriculture qualification (not an exhaustive list)

**For G8 post: G7 plus;**

Education to level 3 NVQ or equivalent in a related discipline or experience of working in a local government environment for a period of 3 years

Appropriate specific technical qualifications related to the service such as monitoring street works or an arboricultural qualification (not an exhaustive list)

**For G7 post:**

Education to level 2 NVQ or equivalent in a related discipline or

Experience of working in a local government environment for one year

Appropriate specific technical qualification related to the service such as LANTRA - Highway Safety Inspectors Modular qualifications (not an exhaustive list)

Experience of planning schemes and projects

Experience of carrying out data collection and analysis

**Physical:**

The ability to drive and the possession of a current driving licence, or ability to demonstrate an effective means of travel to remote areas of the county, are essential. The willingness to provide or utilise suitable transport for use during work hours for which a car or travel allowance will be paid and /or willingness to use a suitable vehicle provided for their duties.