

ROLE PROFILE

Role Title:	Professional 1	
Role Ref:	P1	
Overall Purpose of Role:	Responsible for the application of experienced and high-level professional knowledge, expertise and judgement within a discrete function (s) that facilitates the Unit's/Council's service delivery. Undertakes specific projects that may impact on the whole Council.	

Key Areas	Key Accountabilities
Delivering Results Delivering high quality services to the community/customer	<ul style="list-style-type: none"> • Provide highly experienced professional advice and recommendations to ensure the Council/Service Units comply with legislation, statutory duties, etc to facilitate the delivery of effective services. • Apply professional expertise to the Council's decision making, using professional judgement. • Monitor own output against performance agreement, take any corrective action and/or inform Director/CO/manager as necessary. • Be personally responsible and accountable for delivering specified services. • Deliver the tasks agreed annually in your performance agreement.
Managing Relationships Creating a climate that enables people to achieve business objectives	<ul style="list-style-type: none"> • Promote the Council's/own professional credibility externally and internally. • Develop networks to share/exchange information/experience/expertise/best practice to enable delivery of services. • Work with external individuals and groups to facilitate the delivery of Council and Service objectives. • Develop mutually beneficial internal/external working relationships. • Use internal/external relationships to get feedback on effectiveness of service delivered. • Effectively represent the interests of the Council and Service Unit.
Managing Resources Utilising resources effectively	<ul style="list-style-type: none"> • Supervise a small number of direct reports or supervise others for specific tasks or projects making most efficient use of available time and skills. • Make most effective use of own available time. • Ensure own professional expertise is current and up-to-date. • Use other sources of information/knowledge/expertise as required to deliver objectives. • Ensure delegated financial resources of own Service Unit are used effectively. • Make best use of available technology. • Appoint, monitor and review the performance of contractors and consultants.
Managing Processes Ensuring high standards, best practice and business improvement	<ul style="list-style-type: none"> • Ensure the Council's policies, processes, practices and systems are of a high standard, compare favourably with best practice, comply with legislation and/or meet the needs of the Council within own professional area. • Ensure that all the Council policies, processes, practices and systems are operated/implemented in accordance with Council requirements. • Review, evaluate and take the necessary action to amend policies, processes, practices and systems that lead to improved service delivery. • Review the effectiveness of other Council policies that impact on delivery of service and provide feedback directly to the owner. • Maintain effective systems for monitoring, reviewing and evaluating own performance against the Service Plan/performance agreement.

Future Focus Providing a sustainable future	<ul style="list-style-type: none"> Continuously review and advise on any policies, procedures and practices within own area of expertise taking into account the views of all stakeholders. Assist in the review of strategies. Contribute professional expertise to the development of own and other Units' Service Plans. Anticipate future customer needs and advise on changes that may be required. Undertake future proofing by ensuring the Council's services continue to operate within legislation and to high professional standards.
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Competencies required at trained and proficient level			
Core Competencies	Level	Role Specific Competencies	Level
Self-Motivation	2	Interpersonal Skills	2
Adaptability	2	Influencing & Communication	2
Quality Focus	2	Financial /Comm Awareness	2
Customer Care	2	Decision Making	2

ROLE HOLDER PROFILES

Necessary role-related knowledge, skills and experience at selection	
ESSENTIAL <ul style="list-style-type: none"> Major professional qualification Considerable relevant experience acquired via increasingly more responsible and professionally demanding positions Working knowledge of relevant national strategies, legislation and initiatives associated with the role Appreciation of related policies, processes and practices Good understanding of the procedural framework of the Council Individual roles will require knowledge of project management methodology and have experience of applying it in practice Able to meet the criteria specified in the Core and Role-Specific Competencies 	PREFERRED <ul style="list-style-type: none"> Good understanding of software packages relevant to the role

Progression in Role

Inductee:			
Estimated time to get up to speed: <input type="text"/>			
<ul style="list-style-type: none"> Has acquired role-related training/knowledge in line with training matrix 			
Proficient: What characteristics will the proficient role holder display?			
<ul style="list-style-type: none"> Able to provide high-level advice and guidance within a professional area of expertise Able to apply professional expertise to the Council's decision making, using sound professional judgement Able to represent the Council effectively Evidence of continual professional development Able to utilise all delegated resources, including budgets and people, effectively Able to provide a positive input to the review of own Service Unit strategy Evidence of contributing professional expertise to the development of own and other Units' Service Plans 			
Advancing: What characteristics will the advancing role holder display?			
<ul style="list-style-type: none"> Able to operate at the optimum level of professional expertise consistently Can see the 'big picture' and support the Council's overall aims and visions through the application of advanced theoretical, practical and procedural knowledge Able to work effectively with strategic groups and Members Able to write a full range of policies, procedures and reports on related issues and present to CMT and/or Members Able to read into the strategic direction of the Council and its services and pro-actively devise Unit related strategies which are in harmony and will enhance the quality of service provision Able to take account of a longer term and/or broader perspective in all areas of the role Always seeking new challenges and regularly and significantly exceeds standards and objectives 			
Additional Competencies at this level:			
<ul style="list-style-type: none"> Adaptability Level 2 (outstanding) Customer Care Level 3 Teamwork Level 1 	<ul style="list-style-type: none"> Planning & Project Mgt Level 2 Strategic Thinking Level 2 Creativity & Innovation Level 1 		
Advanced: What characteristics will the advanced role holder display?			
Estimated time to get to advanced: <input type="text"/>			
<ul style="list-style-type: none"> Seen as a role model for driving the Council's goals and objectives forward through the application of high level specialist professional knowledge to a broad range of issues Able to manage the Service Unit in the absence of the Unit Manager and instil confidence in peers, Directors and Members that they have the ability to undertake this role effectively and with confidence 			
Additional Competencies at this level:			
<ul style="list-style-type: none"> Self Motivation Level 2 (outstanding) Adaptability Level 3 	<ul style="list-style-type: none"> Quality Focus Level 3 Creativity & Innovation Level 1 (outstanding) 		