

Job ID:	REGTP	Grade:	TAS7	Job Family Level:	7
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Regulatory, Technical & Property Job Family

Job Family Summary: The Regulatory, Technical & Property Job Family provide services of a technical or specialist nature to internal and external customers on behalf of the Council. The roles covers a variety of activities related to design, construction, inspection, planning, maintenance and management of buildings, roads infrastructure, grounds, school/campus technical support, regulatory and enforcement activities within the Perth and Kinross area. This job family will be responsible for applying and ensuring national standards and legislation are adhered to.

Role Summary: A typical role is highly effective in their specialised or technical area and will undertake a range of activities, with a degree of complexity. Effective communication skills to persuade or negotiate with others and to ensure legislation/regulations are adhered to. Roles may have responsibility for projects/contracts with financial management and typically contribute to the review, planning and co-ordination of activities within own area of work. Roles may be required to allocate, co-ordinate and undertake training for others, as required. Roles will have access to a supervisor for the more difficult problems that arise.

Knowledge & Skills	Behaviours
<ul style="list-style-type: none"> • Knowledge and ability to support effective service delivery by undertaking a range of technical/specialist/design tasks and inspections to the required standard • Knowledge and understanding of work area to contribute to the development and implementation of team plans and ways of working • Knowledge and understanding of procurement and tendering processes and procedures, where appropriate • Ability to undertake investigations/inspections/surveys and report findings and recommendations • Ability to develop and monitor approved programme of works/projects and ensure targets and costs are met • Ability to interpret and implement updates/changes to regulations/legislation within area of work 	<ul style="list-style-type: none"> • Committed to delivering high quality services in accordance with PKC Customer Service Standards • Demonstrate confidentiality and integrity of all Council information • Committed to treating colleagues and customers with dignity and respect in line with the Employee Code of Conduct • Committed to promote and acting as a role model on the Council's values on equality and diversity • Demonstrate a commitment to learning, improvement and innovation • Demonstrate a flexible approach to change; challenge the status quo to bring about change and embrace new ways of working

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<ul style="list-style-type: none"> • Organisational skills to plan, prioritise and schedule workload for self and others • Knowledge in the use and care of specialist/technical equipment • Communication skills to deal effectively with a range of enquiries and requests by providing technical/specialist advice and information which may require investigation, research and explanation • Interpersonal skills to provide explanations of outcomes using a range of advising, guiding, persuading or negotiating skills to encourage others to adopt a particular course of action, where appropriate manage conflict • Numeracy skills to carry out relevant calculations within area of work • Digital skills to operate, organise and maintain relevant systems and equipment ensuring the integrity of data/information, appropriate security, access and housekeeping • Knowledge of financial/auditing activities and procedures to assist with the management of contracts and where appropriate budget monitoring • Supervisory skills to allocate work to others, on the job training, undertaking performance appraisal and assessing work against expected standards, where appropriate • Knowledge, understanding and ability to apply relevant Council policy and as appropriate, external regulations for improving service delivery • Ability to co-operate and comply with the Council's health and safety policy and arrangements • Ability to co-operate and comply with the Council's civil contingencies policy and follow emergency plans 	<ul style="list-style-type: none"> • Demonstrate initiative and take responsibility for decisions to achieve results • Committed to being part of a safe working environment for themselves and others by observing safe working practices and the Council's Health and safety Policies and Procedures
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