

Job Description

Post Title: Technical Specialist (Major Projects) AA3309

Evaluation: 645 Points

Grade: N10

Responsible to: Programmes and Major Projects Team Corporate Project Manager

Responsible for: N/A

Job Purpose: Responsible for technical leadership and advice relating to a technical area on a range of major projects, including: financial and technical appraisal; operational, lifecycle and maintenance arrangements; the initiation and prioritisation of works; the inspection and monitoring of works within appropriate technical and quality standards; procurement; budgetary control; and liaison with contractors as required.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Responsible for the providing financial / technical advice /control on all activities required within a designated project, programme of work or technical area to ensure value for money is obtained.
2. Undertaking technical reviews of major projects at key milestones to determine whether projects are ready to progress to next stages, including assessment of Councils exposure to risk. Following review, to advise Project Managers and project teams of shortfalls and recommend actions to resolve.
3. Responsible for the control of activities and all enforcement of all relevant construction and H&S legislation and notices as appropriate within a designated technical area or project, and ensure standards and specifications in respect of private and public bodies undertaking work are met.
4. Assemble any program/project team(s) according to the correct skills and knowledge needed to enable successful delivery of objectives and outcomes.
5. To liaise with statutory undertakers, planning authorities and client representatives.
6. To account for funds in respect of designated technical area.
7. To keep abreast of new developments within the designated technical field and provide coaching including mentoring, supervision and allocation of work on a project by project basis.
8. Oversee operational arrangements of completed projects.
9. To develop policy and guidance within a technical area.

10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.