

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

- JOB TITLE:** Head of Engineering Services
- REFERENCE NO:** COM799
- SALARY SCALE:** PO 16-19 (scp 46-49) £50,743 to £53,979 per annum
Plus 7.5% Lease Car Contribution
- RESPONSIBLE TO:** Director of Community Services
- RESPONSIBLE FOR:** Surveying, Engineering and Waste Management Teams
- JOB PURPOSE:** To manage employees within the Engineering Section and allied services and provide professional advice to the Council and its Directors in order to promote effective services.

MAIN DUTIES:

Provide leadership of Engineering and allied services, creating and managing a high-performance culture incorporating the Council's Performance Management processes and the principles of securing premium value for the community.

Manage Engineering and allied services including Waste Management, effectively and efficiently, responding to the needs of the community as identified in the Council's Corporate Plan, specific council policies and in accordance with statutory provisions.

Prepare revenue and capital estimates for the Section, monitor income and expenditure, maintain budgetary control in accordance with the principles value for money.

Manage the physical assets and associated functions of the Section effectively and efficiently.

Manage the employees of the Section in accordance with the Council's values and policies.

In relation to the Section and its activities, advise elected members and attend committees, working groups, outside bodies etc. at the discretion of the Director.

Contribute to the collective management of the Council through the Service Heads Team and the Council's forward planning processes.

Undertake the preparation of all contract documentation and administer the tender and award process.

Manage the services carried out by the section under agency arrangements.

Any other duties commensurate with the grade and role as directed.

To be responsible for ensuring the data quality of all information related to the duties of the post.

To adhere to the Council's policies including equal opportunities and health and safety.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed: _____ Dated: _____
(Post Holder)

Signed: _____ Dated: _____
(Director of Community Services)