

Job Role & Overview – Professional /Specialist 2

Professional/ Specialist

The predominant focus of jobs in this group is the application of knowledge, experience and expertise within a discipline. There may be contact with other professionals/ specialists. There may be resource and staffing responsibilities, although staff management is not the main demand. Jobs may involve policy/strategy development, as well as project management.

Knowledge & Experience

The knowledge and experience typically needed to do the job can be acquired in a variety of ways, for example through on the job training, relevant experience, or a qualification equivalent to SVQ level 4 or general degree, or professional qualification acquired without a degree and relevant working experience of generally 4 years for full competence and familiarity with all aspects of the job

Decision Making

Jobholders will be guided by existing procedures/policy e.g. financial regulations, standing orders, codes of practice, with access to a supervisor for more difficult problems.

Typical Tasks & Responsibilities (The following description is not exhaustive)

- Responsibility for physical or information resources or stock or security of premises, such as organising record systems.
- The application of practical and theoretical knowledge
- The provision of technical/specialist/professional advice to various parties
- Application of Policies, regulations, standards
- Financial responsibilities, such as monitoring of small budgets or processing documentation
- Planning and scheduling of work.
- Analytical skills for the solving of problems
- Possible involvement in business planning
- Supervision of a team of employees
- Contact with demanding parties e.g. are aggressive.

Duties

The attached overview sets out the typical demands for a Professional/Specialist 2 post. In order for jobholders to be fully effective, it may mean that training and development is required. The overview does not set out specific duties for each jobholder. It sets out broad requirements which are used for grading using the Scottish Councils' Job evaluation scheme.

Jobholders will have specific duties and responsibilities, set out in job descriptions, and which will change as service needs develop and change.

Requirements

The information for each factor sets out the typical requirements of jobs in the Professional/ Specialist group at this level. The language comes from the Job Evaluation Scheme.

The factor levels show the predominant level for all jobs covered by the overview.

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| <i>Working Environment</i> | Level 1 |
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The job predominantly involves working indoors. It could involve exposure to unpleasant, disagreeable or hazardous conditions for some of the working time.

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| <i>Physical Co-ordination</i> | Level 2 |
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Physical co-ordination is needed predominantly to use a keyboard and/or a "mouse" and basic keyboarding skills are required to do this job, for example, to produce standard word processed documents, simple graphics or desktop publishing. Driving may be required to enable the job holder to manage the workload.

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| <i>Physical Effort</i> | Level 1 |
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The job is mainly undertaken in a sedentary position and requires no more than a basic level of physical effort by the jobholder.

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| <i>Mental Skills</i> | Level 3 |
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The jobholder is required to resolve problems or situations, by applying existing rules, procedures or instructions to the more difficult or challenging problems that arise. The jobholder will require mental skills for analysis of information. Problems or situations are may be resolved by applying recognised analytical techniques. Information to resolve problems comes from a variety of different sources. This information is sometimes conflicting, requiring judgement by the jobholder. The problems or situations are complex or difficult. This means there is more than one way of interpreting information which may require assessment. The jobholder may plan or schedule

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| <i>Concentration</i> | Level 4 |
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Focused mental or sensory attention is required for day to day tasks and duties of the job e.g. presenting findings/conclusions/recommendations. Short periods of focussed attention of up to 1 hour at a time, are typically required to be sustained by the jobholder on a day to day basis. Typically interruptions create the most pressure for the jobholder day to day. These interruptions are unavoidable.

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| <i>Communication Skills</i> | Level 4 |
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The jobholder's communications in the course of normal working can be spoken or written and the most demanding type is advising, guiding or persuading, i.e. giving specialist, technical, or professional advice. This is to encourage the adoption of a particular course of action.

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| <i>Dealing with Relationships</i> | Level 2 |
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As an integral part of the work, the jobholder has to deal with people who are significantly disadvantaged, abusive, threatening or otherwise demanding. Dealing directly with these people takes up to 20% of working time.

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| <i>Responsibility for Employees</i> | Level 3 |
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The jobholder has a responsibility for the work of employees or other people in an equivalent position, through allocating work and checking results. This is an ongoing, daily responsibility. The jobholder is also involved in the application and implementation of personnel practice. Individual resource items can be expensive.

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| <i>Responsibility for Services to Others</i> | Level 3 |
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The jobholder undertakes tasks or processes which contribute to the internal/external services provided by the Council to individuals, groups or the public at large. He/she ensures and/or monitors the implementation of regulations or Council policy, i.e. that others correctly apply/implement the regulations/policy.

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| <i>Responsibility for Financial Resources</i> | Level 2 |
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The jobholder has responsibility for financial resources, which is predominantly for processing financial documents or transactions on a regular or daily basis.

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| <i>Responsibility for Physical and Information Resources</i> | Level 3 |
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The jobholder's primary responsibility for physical resources can vary but typically can include manual and/or computerised data or information. His/her main role is organising and maintaining filing and/or record systems (i.e. operational determination of the structure; ensuring the integrity of the data, appropriate security, access and housekeeping) for service use.

The jobholder may also have responsibility for other resources such as plant, vehicles, equipment and/or tools which he/she has to use to do the job and keep safe. Individual resource items are typically expensive.

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| <i>Initiative and Independence</i> | Level 3 |
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The jobholder is required to exercise initiative in the course of normal working. He/she normally works within defined policy guidelines/established procedures, and is expected to deal personally with predictable problems. Access to a supervisor/manager is generally available for unusual or difficult problems.

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| <i>Knowledge</i> | Level 5 |
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The jobholder requires predominantly specialist knowledge to do the job. This knowledge is normally acquired through a professional qualification and experience. A general degree or equivalent qualification is typically required, for example, SVQ 4

or HND. Relevant working experience of three to five years is required to become fully competent and familiar with all aspects of the job.