

Business Technical Officer – Grade 11/12

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

As a Business Technical Officer, you will use your skills and technical experience to manage and/or support teams delivering business change and performance management related projects. This work could include working across the range of Environment and Public Protection Services within Highway Safety, Highway Network Asset Management and Regulation, Workforce planning, Customer Engagement, and Training. Your specific duties and responsibilities would be allocated to meet the needs of the Service.

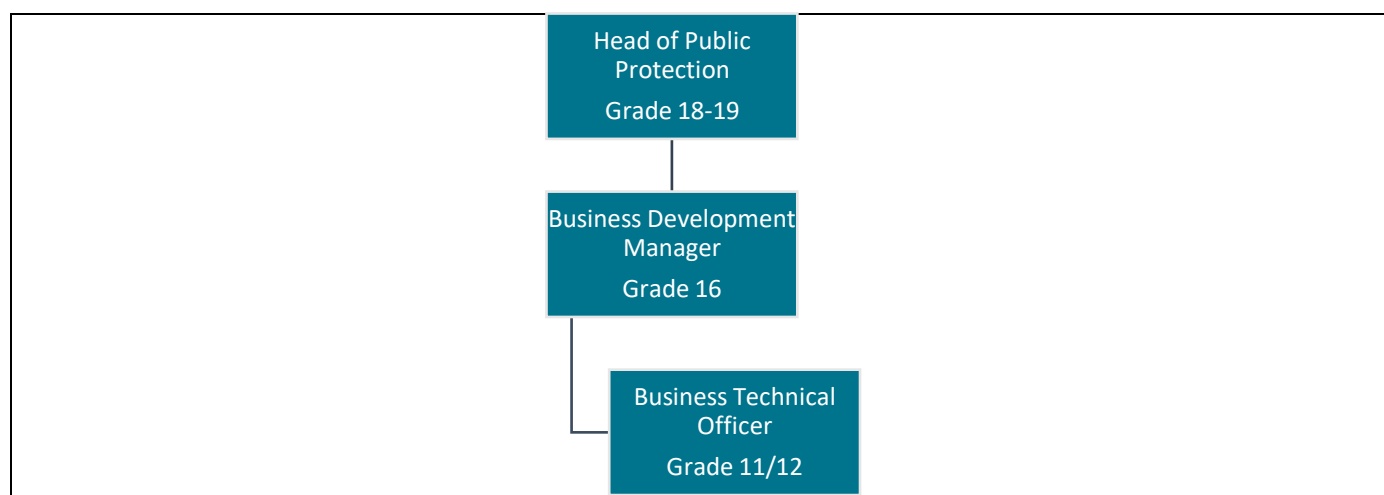
This role is based within Public Protection, Commercial, Regulatory and Operational Services. Find out more about [working for Kirklees](#).

Key areas of responsibility

- You will use your technical and working knowledge together with practical experience in managing the delivery of a wide range of statutory functions on the highway, including managing budgets.
- As manager, your role will involve managing teams, in an allocated area of work. You will develop and maximise the potential of your own staff and others and promote a good working environment.
- You will plan workloads, set objectives and targets to develop the potential of your teams and ensure and promote a good working environment.
- You will make sure that enquiries and requests are dealt with in a professional and responsive manner that meets Service and corporate priorities.
- You will lead on specific projects, carry out research, monitor performance and contribute to the development, implementation, monitoring and review of working practices and procedures.
- You will present findings and give recommendations to others, including senior managers.
- You will assist with the preparation of budgets within an area of work and be responsible for monitoring and the analysis of specific lines of income expenditure.
- You will need to be able to motivate staff, have experience of leading and managing performance, be proactive in your approach and inspire junior members of staff.
- You will be expected to attend progress meetings, meetings with members of the public and Councillors as well as liaising with other member staff and leading negotiations with staff across the Service and other Council departments.
- Technical understanding of a range of Public Protection, Environment related functions including safety, legislative, regulatory, and legal requirements, as well as contractual, industry standards, policy and relevant procedures and protocols and knowledge of how local government operates.

- Project management approach in delivery of projects to develop, sustain and promote a positive internal and external image of the Service when dealing with customers and partners.
- Deliver within budget, an efficient and responsive service to meet the needs of customers, the Service and political priorities.
- Manage a team with minimal supervision with the capability to manage a challenging workload subject to change at short notice.
- Work with internal and external partners including businesses, communities, the voluntary sector, Councillors, other council services, Unions and our own staff.
- Assist in the management and development of the Service to help it deliver its own and corporate priorities.
- Excellent communication skills both written and oral and experience in technical report writing.
- Experience and understanding of performance management, including absence and disciplinary procedures.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Hold a Degree/ Masters or NVQ level 5 in a relevant discipline, proven ability to work at that level.	Essential
Has experience of effective staff management including, performance, absence and other Human Resources related issues.	Essential
Has the proven ability to identify levels of resource and skills required for service delivery including knowledge of health and safety and risk issues in the workplace.	Essential
Will have the competence to use IT systems including, Microsoft Office suite, GIS based mapping systems, and management information systems.	Essential
Has the skills and ability to maintain operate and monitor electronic, digital and manual records	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Has the ability to work on your own initiative, using your engineering judgment and decision making skills, including demonstrating excellent communication skills, both written and oral.	Essential
Can demonstrate flexibility in undertaking duties, including the requirements for seasonal working hours, evenings and nights where appropriate.	Essential
Works well leading and as part of a team, can demonstrate a customer focused approach and have excellent relationship management skills	Essential
Will take responsibility and accountability for the outputs of your teams.	Essential
Has proven experience of consultation and negotiation with other Directorates, Councils, statutory undertakers and organisations to ensure all interested parties are fully informed of your projects.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Business Support	Grading ID	
Job ID	80102815	Last Updated	
Job Focus		Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	MH		