

**Job Title: Assistant Team Leader (Technical) – Operations**

**Grade: 11**

**Job Family: Technical**

**Responsible to: Team Leader**

**Responsible for: Operational Teams within the Service Area**

**Evaluated by Grading Panel:**

**Version: 2**

### PURPOSE

As a proactive Assistant Team Leader the post holder will support the Team Leader and General Manager with the operational and financial management of their Service/business area. The post holder will work with colleagues across the organisation in line with KNH's core behaviours and values, supporting the General Manager, Service Manager and Team Leader to deliver the organisation's purpose, vision and objectives.

A key component of the role will be to develop a culture of high performance within teams (high challenge/high support) and continuous improvement in line with KNH's Service Plans, Medium Term Financial Plan, the joint Delivery Plan and Kirklees Council's key objectives to deliver a customer focused service.

The post holder will be responsible, in conjunction with the Team Leader, for managing a team within the Operations section of the Property Directorate to deliver a first class service to meet customer needs and deadlines for compliance with contract specifications and legislation. There are a number of specialist and technical functions within the Operations section, and the different roles will include Operations, Heating, and Electrical. All Assistant Team Leaders will be required to deputise for the Team Leader and other Assistant Team Leaders as and when required.

### ROLE DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- › Ensure compliance against legislative and contract specifications and obligations are met.
- › Plan and prioritise workload to ensure the department meets targets and maximises productivity, while ensuring resources are utilised efficiently and cost effectively.

- › Provide professional and technical advice where needed, to deliver effective business solutions.
- › Direct all operational aspects of relevant business/service area.
- › Plan, co-ordinate and deploy resources and workload appropriately to meet service and business demands.
- › Work collaboratively with Team Leader and other Assistant Team Leaders to monitor, analyse and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- › Prepare professional and clearly written papers and communications on key issues. When required present verbal or written reports to the service area Management Team, KNH Senior Leadership Team and/or Board.
- › Participate in organisation wide service reviews and service planning as required and ensure any arising actions are implemented.
- › Provide vision and leadership to the team by managing people, performance, development, health and wellbeing issues and resources effectively and in line with relevant policies and procedures.
- › Build a culture to expect change as a part of doing business successfully and actively assists others to adapt and cope.
- › Contribute to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered.
- › Provide leadership by acting as an ambassador and a positive role model through the promotion of KNH's purpose, vision, behaviours, achievements and successes.
- › Deputise for the Team Leader as required.

## DECISION MAKING

- › Plan the workload of the team and reprioritise as necessary to respond to emerging issues and changing priorities
- › Deal with staff management issues such as absence management and conduct.
- › Advise staff how to respond and deal with non-routine and technical issues.
- › Escalate issues pertaining to risk, media or political attention.
- › To inform and make effective decision making to meet individual, team and overall businesses objectives in line with delegated authority levels, Financial Procedures Rules (FPR's) and Contract Procedure Rules (CPR's).

## CUSTOMER SERVICE AND BUSINESS RELATIONSHIPS

- › Proactively contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of KNH.
- › Develop and maintain relationships across a broad range of internal and external stakeholders, including managers, employees, trade unions, partners and customers.

## FINANCIAL MANAGEMENT AND PROCUREMENT

- › Budget limit of up to TBC

- › Support the Team Leader in the annual budget setting process for your service area and manage delegated budgets and resources in accordance with delegated authority and KNH's Financial Procedure Rules. Take responsibility for required corrective action when necessary.
- › Support the Team Leader to ensure the overall quality, cost effectiveness and value for money of your business/service area(s).
- › Support the Team Leader to benchmark the performance of your business/service area and set 'smart' targets which bring about improvement within a Value for Money framework.
- › Contribute to developing new products and services which contribute to the financial viability and sustainability of the organisation.

## LEGAL, RISK AND COMPLIANCE

- › Ensure that all claims made against KNH are dealt with in an appropriate and timely manner and within the legal timescales. Liaise with internal agencies, external agencies, partners, external contractors, our customers, members of the legal profession as appropriate. Carry out investigations, interrogate records, assimilate data, prepare reports, coordinate witnesses and provide witness statements as appropriate and attend the Courts as necessary.
- › Embed a culture of risk management and appropriately assess, monitor and mitigate operational risks in line with KNH's Risk Management Strategy.
- › Effectively manage health and safety issues in your area of responsibility in line with the KNH Health and Safety Policy and associated legislation.
- › In relation to safeguarding ensure the team is appropriately trained and follows guidance on the recoding and reporting of concerns in line with the KNH Safeguarding Policy.
- › Ensure all areas of service delivery are up to date in terms of legislative and regulatory changes and adopt best practice in all relevant key functions.
- › Conduct fire safety checks (this will include a basic visual inspection, removing obstructions/hazards and reporting any issues or defects) as requested and report any areas of concern in line with KNH's Fire Safety procedures

## CORPORATE RESPONSIBILITIES AND ACCOUNTABILITIES

- › Be an active team player and develop strong, supportive relationships with all work colleagues in the spirit of 'Working With' principles.
- › Actively promote and be committed to delivering KNH's Purpose, Vision, Corporate Values and Behaviours.
- › Assist in the development of and implementation of good working practices in line with KNH's Health and Safety and Equality and Diversity policies.
- › Ensure you and your business/service area comply with the confidentiality and information security policies at all times.
- › Maintain accurate information systems in line with service requirements.
- › Actively participate in influencing and contributing to the development of innovative solutions to improve services within the organisation.

- › Actively participate in a range of internal and external meetings/briefings, events, working groups that will enhance service delivery and the profile of the business.
- › Participate in the identification of learning and development requirements and attend training courses, seminars, conferences and work shadowing in line with agreed Personal Development Reviews (PDR's).
- › Fulfil any other duties commensurate with the grade and falling within the scope of the post as may be reasonably required.

## SUPERVISION AND GUIDANCE

The post holder will receive supervision and guidance from the **Team Leader**.

## EQUALITY & DIVERSITY

If you feel that any of the above requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the KNH Human Resources Department so this can be addressed.

KNH aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

# PERSON SPECIFICATION

**Post Title:** Assistant Team Leader (Technical)

**Grade:**

## RELEVANT EXPERIENCE

**Key:** A/F = Application Form, I = Interview, T = Test Essential = (E) Desirable= (D)

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
<b><u>Education/Qualifications</u></b>				
GCSE (or equivalent) at Grade 4 (C) or above in English & Maths or equivalent	E	X		
<b>Domestic Heating</b> Gas Safe registered with elements CCN1, CPA1, CENWAT1 (CEN1 & WAT1), CKR1, HTR1, DAH1, UVW.	E	X		
<b>Commercial Heating</b> Gas Safe registered with elements CCN1, CPA1, CENWAT1 (CEN1 & WAT1), CKR1, HTR1, DAH1, UVW, C0DNCO1, ICPN1, TCPC1A, TPCP1, CORT1, CIGA and CBHP1 or willingness to work towards.	D	X		
<b>Operations</b> Apprentice trained and hold City & Guilds craft or NVQ Level 2 or be able to demonstrate an ability to work at this level.	E	X		
<b><u>Experience</u></b>				
› Excellent written and verbal communication with the ability to interact effectively and sensitively, in person, via the telephone and in writing with a range of stakeholders, internal and external	E	X	X	X
› Demonstrate a proven track record of delivering targets and goals within operational plans	E	X	X	

<ul style="list-style-type: none"> <li>› Skill and ability to work with partner organisation to achieve common goals</li> <li>› Previous experience of data input and maintenance of databases and/or Contact Management Systems</li> <li>› Literacy and numeracy to a standard required to maintain accurate records and write high quality papers and communications</li> <li>› A good level of computer literacy to interrogate various software packages</li> <li>› Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role</li> <li>› Able to work flexibly and be responsive to change in order to improve performance</li> <li>› Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results</li> <li>› Ability to understand the importance of budgetary control and proactively manage budgets</li> </ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>	<div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div>	<div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div>	
<p><b><u>KNH BEHAVIOURS</u></b></p> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>› Able to demonstrate ability to develop and implement innovative ideas to improve the service or way of working</li> </ul> <p><b>Engaged</b></p> <ul style="list-style-type: none"> <li>› Able to demonstrate that they are passionate about their work and what KNH is trying to achieve</li> </ul> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>› Treats people as individuals, be courteous, kind, with empathy and takes into account cultural sensitivities.</li> </ul> <p><b>Customer Focused</b></p> <ul style="list-style-type: none"> <li>› Able to demonstrate delivery of excellent customer service within a customer focused environment</li> </ul> <p><b>Honest</b></p> <ul style="list-style-type: none"> <li>› Proven track record of being transparent and open</li> </ul>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>	<div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div>	<div>X</div> <div>X</div> <div>X</div> <div>X</div> <div>X</div>	

<b><u>Other Requirements</u></b>  > Ability to travel around the borough > Willingness to undertake training courses relevant to the post > Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs)	E E E	X X X	X X	
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This post may require a Disclosure and Barring Service Check (DBS) and any appointment to the post may be subject to the candidate having an acceptable DBS check. HR will confirm whether this is applicable to the post.

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.

**Signature of Post Holder:**

**Date:**