



South Somerset District Council

Role Description

Role Title: Specialist - People

Location: Yeovil / Agile

Job Family: Specialist

Grade: 6-8

Main purpose

Provide customer focused specialist advice within the Council and externally, promoting the work of the Council and its reputation.

Delivering specialist services to internal and external customers, enabling them to manage the Council's business and delivery of services to customers.

Key tasks

Grade 6

- To provide a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise.
- Deliver customer focused specialist advice and services, keeping up to date with current and emerging legislation, best practice and policy to ensure continuous development and improvement in services.
- Being accountable for complex or contentious applications, cases and inspections, ensuring satisfactory resolution and liaising with external agencies and partners including courts, tribunal services and other formal bodies.
- Support, guide and advise the case services team delivering the service on less complex cases.
- Prepare and present reports to council committees and other internal and external meetings.
- Ensure personal, professional development is maintained to the required standards.
- Contribute to reduced demand by building prevention and enabling into daily work and providing specialist advice to the Case Services, Customer Services or Locality Services as appropriate.
- Act as a champion for a subject /specialist providing business partnering to other area(s) of the organisation - advising, educating, acting as a buddy, and supporting knowledge transfer to enable the organisation to maximise performance.
- Promote equality of opportunity in all aspects of the role in line with corporate policies,



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training and procedures.

- Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
- Support and participate in arrangements and activities to fulfil the Council's Civil Contingency and Emergency Planning arrangements.

Grade 7

- All of above.
- To ensure that enquiries and cases are managed and completed at the appropriate level (within specialist teams and case services).
- Specify and manage projects and contracts that deliver community and corporate objectives.
- Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
- Ensure and develop appropriate levels of quality and specialist knowledge within the Case Services function.
- Develop and manage Council policies and contribute to the Corporate Plan and the development of service strategy alongside the strategic planning team.
- Support and participate in arrangements and activities to fulfil the Council's Civil Contingency and Emergency Planning arrangements.

Grade 8

- All of above.
- Working closely with the Lead Specialist to provide expert knowledge and assist with service delivery.
- Lead business partner for one or more subject/specialist area(s) working with teams across the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contract.
- Accountable for very complex cases that may have high impact, either politically or within the community and/or where there are no precedents.



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- Guide, advise and mentor other specialists in professional area.
- Provide technical leadership on strategic programmes.
- Support and participate in arrangements and activities to fulfil the Council's Civil Contingency and Emergency Planning arrangements.



Personal Specification

Professional and educational qualifications

Unique Qualifications by specialism	
People	Chartered MCIPD or equivalent strong HR or payroll experience

Desirable

- Membership of relevant professional body

Experience

Essential	Desirable
Professional competence / expertise and proven experience in the relevant specialism(s)	Experience of working for a local authority
Assisting in planning and delivering projects/ programmes	Partnership working
Preparation and presentation of reports	Planning and delivering projects/ programmes
Experience in dealing with service users and stakeholders	Working in a matrix environment where cross team and corporate working are essential

Key Skills

Essential	Desirable
Proactive with commitment to provision of excellent customer service	Project and/ or change management
Ability to prioritise, meet deadlines and work effectively under pressure	Able to exploit the use of new technology
Good communication skills both written and verbal to include report writing, presentation and influencing skills	Investigative skills
Verbal reasoning	Negotiation
Decision making and problem solving	Able to work with teams across an organisation to improve services
Committed to high standards of performance and quality	Project and/ or change management
Team working	
Microsoft Office	



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Flexible and resourceful	
Proficient in relevant IT applications	

Knowledge

Essential	Desirable
A good knowledge of the working practices and methodologies of at least one of the relevant specialist services	Good knowledge of terminology and acronyms used by service areas
Good working knowledge of legislation and developments within the specialism	Contracts and procurement methods and practices
Equalities policy and procedures	Project and/or change management
Broad knowledge of the Council systems and services	