Derbyshire County Council Job Families

Job Family	Key Characteristics
Business &	Delivering administration, support, business and public services to support the Council.
Public Services	Processing regular transactions via established procedures.
(BPS)	Undertaking regularly occurring event-based duties.
	Ongoing processes and procedures.
	Understanding and responding to real time queries from colleagues or the public.
	Deploying specialist knowledge of administrative or other support services.
Catering	Preparing and serving food for immediate consumption.
(CAT)	Delivering prepared food under food hygiene regulations.
	Working directly in a variety of site based catering situations.
	Using industrial and specialist catering equipment and tools, which require applying skills.
	Designing fit for purpose service
	Deploying a specialist or operational understanding of catering services.
Construction &	Providing a range of building and highway services: directly or by managing, organising and deploying
Maintenance	tradespersons and contractors.
(CAM)	Providing a construction and maintenance service for buildings, highways and associated assets and open
	spaces.
	Maintenance of council owned vehicles and plant and other assets.
	Deploying or understanding the skills and expertise necessary to provide a range of building services.
Communications	Generating ideas, researching, creating, writing and delivering a variety of communications materials.
(CMS)	Creating, supporting and managing promotions campaigns for internal and external stakeholders.
	Providing technical advice and direction for senior management.
	Proactive and reactive communication strategies for stakeholders.
	Developing and implementing projects of all sizes with various agencies, including public, private and voluntary
	sector.
	Building and maintaining relationships with stakeholders.
	Protecting and enhancing the Council's reputation.
	Deploying specialist knowledge in public relations activities.

Countryside (COU)	Developing a range of specialised and non-specialised operations within countryside services, based on the County's natural assets, including parks, woodlands, canals and rivers, nature reserves, rights of way and
	highway trees.
	Delivering and managing countryside services within regional and national planning frameworks. Provides in a particular in a service service services within regional and national planning frameworks.
	Developing partnerships with co-owners and stakeholders in shared assets. Parlaving an analysis of the constitution of t
	 Deploying an understanding of the operational or planning issues affecting the delivery of the Council's countryside services.
Culture & Heritage	 Developing, planning cultural and heritage services across the County, including mobile library services, libraries, museums.
(CAH)	 Managing and supporting projects which contribute to the formulation of department and corporate policies in the specialist area of culture and heritage.
	Developing and maintaining partnerships within the community.
	 Deploying specific technical expertise, to undertake activities such as planning and delivering services; conserving documentation and other associated records; funding; delivering the library service, including mobile libraries and homebound deliveries; etc.
Engineering & Technical	Conceptual design, specification and review for major construction and maintenance projects in the County, including buildings, roads and open spaces.
(EAT)	Developing and overseeing the highways and transport investment programme.
	Technical specification and review of component parts of projects.
	Project managing and site-supervising projects.
	Certifying completed engineering, building and technical works.
	The management and use of property assets
	Securing and managing the provision of passenger transport services
	Deploying specialist engineering, building, transportation or similar technical expertise
	Contract negotiations
Finance	Providing financial and procurement advice, management and transactions.
(FIN)	Financial management and revenue collection.
	Establishing and implementing Council financial regulations.
	Budgets and financial planning.
	Financial processes.
	 Internal focus on the Council's business and service infrastructure, to ensure effective management and proper compliance.

Human Resources (HRS)	 Providing Human Resources policy, advice, support and transactions. Operational Health and Safety, Learning and Development, Employee Relations, and Reward. Supporting and monitoring Human Resources procedures. Specific initiatives to support the Human Resource management of the County Council's business. Individual casework. Managing or delivering learning and development opportunities. Internal focus on the Council's business and service infrastructure, to ensure effective management and proper compliance. Deploying specialist knowledge in an area or several areas of HR.
Leadership & Management (LDR)	 Developing and planning business policy, strategies and operational plans; to meet political and business requirements. Planning, reviewing and influencing the delivery of significant financial, people and physical resources. Leading defined service, business or technical expertise. Deploying specific technical expertise which has a major or significant focus on planning, managing and controlling a service or management function requiring this expertise.
Legal (LEG)	 Providing authoritative legal advice and services to the Council. Legal advice, representation and advocacy. Advising on the lawfulness of Council actions. Advising on the operation of the Council constitution, Cabinet and committees and general governance. Internal focus on the Council's business and service infrastructure, to ensure effective management and proper compliance. Deploying specialist knowledge of the legal and democratic processes.
Planning (PLA)	 Developing and delivering environmental and other such plans for the County that support and conform to nationally and regionally agreed objectives. Providing a comprehensive planning service to enable specific developments within approved plans to proceed. Monitoring proposed developments for conformity to legal requirements and procedures. Providing guidance to the Council's Planning Committee on all planning applications. Deploying technical understanding of planning issues.

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Policy &	Internal focus on the business and service infrastructure of the Council to ensure effective management and
Performance	proper compliance
(PAP)	Specialist service management knowledge
	Conceptual long term planning
	Defining implications of external influences & trends
	Shaping of Council response
	Service plans / strategies & policies
	Definition & management of strategic planning processes
	Monitoring and reporting of performance
	Researching, analysing, reporting and recommending policies, programmes, plans or performance initiatives.
	 Developing and implementing policies and projects of all sizes with various agencies, including public, private and voluntary sector.
	Building and maintaining relationships with stakeholders to decision making.
	Consulting with stakeholders.
	Making recommendations to leaders and other key decision makers.
	Continual learning and contribution to maintaining a highly competent and professional work environment.
	Deploying technical expertise to undertake projects, consultation; or in response to emergencies or major
	incidents.
Social Care &	Improving outcomes through supporting and assisting the well-being of individuals and groups, in particular the
Inclusion	vulnerable to assure their protection, security and development.
(SCI)	Includes:
	Safeguarding, development, protection and care.
	Community, residential, day or field.
	 Ongoing risk and needs assessment, advice for individuals and groups.
	Specification of provision.
	Individual or small group emphasis.
	May involve personal care activities.
	 Likely to involve immediate response to service users' situations.
	Effecting change in:
	Behaviours
	Circumstances
	Outcomes

	Progression
	Removal of barriers
Sports and Outdoor Education (SOE)	 Delivering the highest standards of customer service Ensuring compliance with safety and quality standards Safeguarding, protection and care of young people Promoting social inclusion, supporting and assisting the wellbeing of young people and their families/carers
ICT (TRA)	 Championing the continuous drive for the improvement and modernisation of the council's services Developing and delivering major ICT projects and programmes. Leading the development of partnership work programmes and projects throughout the County Developing and supporting the Council's ICT infrastructure systems and services. Technological innovation in support of the Council's objectives Focus on the Council's business and service infrastructure to ensure effective management and proper compliance. Deploying specialist knowledge in an area of ICT or delivering operational ICT services. Supporting users
Trading Standards (TRS)	 Providing a service which ensures fair trading for consumers and businesses. Undertaking assessments and investigations into possible breaches of trading laws. Providing advice and education to consumers and businesses on trading practices. Taking legal action, where appropriate, to control rogue trading practices. Deploying a technical understanding of trading standards.