Derbyshire County Council Job Families

Job Family	Key Characteristics
Business & Public Services (BPS)	• Delivering administration, support, business and public services to support the Council. • Processing regular transactions via established procedures. • 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 (CAT)	• Preparing and serving food for immediate consumption. • 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 & Maintenance (CAM)	• Providing a range of building and highway services: directly or by managing, organising and deploying tradespersons and contractors. • 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 (CMS)	• Generating ideas, researching, creating, writing and delivering a variety of communications materials. • 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. • Developing partnerships with co-owners and stakeholders in shared assets. • Deploying an understanding of the operational or planning issues affecting the delivery of the Council's countryside services.
Culture & Heritage (CAH)	• Developing, planning cultural and heritage services across the County, including mobile library services, libraries, museums. • 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 (EAT)	• Conceptual design, specification and review for major construction and maintenance projects in the County, including buildings, roads and open spaces. • 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 (FIN)	• Providing financial and procurement advice, management and transactions. • 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 & Performance (PAP)	- Internal focus on the business and service infrastructure of the Council to ensure effective management and proper compliance - 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 & Inclusion (SCI)	Improving outcomes through supporting and assisting the well-being of individuals and groups, in particular the vulnerable to assure their protection, security and development. 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.