**Job Description & Person Specification**

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| **Post Title** | Transportation and Highways Asset Strategy Manager |
| **JE Reference**  | W711 | **Grade**  | J | **SCP Range** | 49 - 51 |

**Reporting line:**

Service Lead – Engineering, Highways & Commercialisation

Transportation and Highways Asset Strategy Manager

Engineers

Technical Clerks

# **Job Purpose:**

As a key member of the Growth, Enterprise & Environment management team you will provide clear strategic leadership, direction and management of the staff in your area of responsibility but also work across the management team to ensure a cohesive service across the whole of Growth, Enterprise & Environment

You will ensure that services are delivered within a reducing financial envelope and with a continued focus on value for money. You will maximise the benefit to service users from the resources available. You will support the Service Lead – Engineering, Highways, Licensing & Parking to drive forward organisational development and change and ensure that the Service is able to respond to the changing requirements of our customers, the Council and the challenges of the internal and external environment.

You will create and maintain an organisational ‘can do’ culture which is rooted in the values of the Council and provide a supportive framework in which individuals and teams can develop and strengthen their performance and fully contribute to improving outcomes for our customers.

To deputise for the Service Lead – Engineering, Highways, Licensing & Parking

# **Relationships:**

**Accountable to:** Service Lead – Engineering, Highways & Commercialisation

**Accountable for:** Engineers

Technical Clerks

**General Contacts:** Engages with members of public and businesses, operatives, contractors and suppliers.

# **Key duties and responsibilities:**

#  The development and delivery of strategic policies and plans in relation to transportation and highways. These will revolve around the Street Lighting PFI, Strategic Transport issues in relation to the Tees Valley Combined Authority, Public Rights of Way (PRoW), Parking, drainage policies both regional and national, coastal protection and structures, highway developments, road safety and RASWA.

1. To support the development, implementation and tracking of annual work plans for the North.
2. To lead on providing the technical input to engineering and urban design projects and contracts in the Borough
3. To oversee the delivery by the Engineering team, of high quality design and engineering solutions that meet the standards and aspirations and fulfil client briefs.
4. To liaise with local enterprise partnerships, councils, community groups, consultants and contractors to develop and secure opportunities for the Council to deliver improved infrastructure through consultation and funded projects.
5. To participate in bid writing for project.
6. To build a portfolio of engineering and design expertise that is used for internal communication and business development purposes.

#  Be accountable for all strategic transport and engineering policies relating to remits such as Flood and Water Management Act, Water Framework Directive, Highways Asset Management Plan, Network Management Plans and the Local Transport Plan as well as other engineering remits and ensure that strategic activities are carried out to the expected standard in the most efficient way possible.

1. Ensure all works are undertaken in accordance with CDM Regulations 2015 and other H&S regulations.
2. Act as the council’s traffic manger carrying out the statutory duties under the Traffic Act

# Promote inter-agency, cross sector and neighbourhood level partnership working in devising and developing strategic solutions to local problems.

# Manage performance in respect of team and individual work programmes, prepare and present performance monitoring reports to the Council and other corporate or local forums as required.

# To manage and support staff in compliance with Council procedures and policies, including supervision, training and development, establishing and monitoring work programmes.

# Management of complex budgets, assets and other resources, complying with internal financial management and budgetary control procedures and regulations in relation to strategic transport and highway remits ensuring sound financial management, control and expenditure.

# To keep abreast of national and local policy developments and/or impact at community level, contributing as required to departmental and corporate priorities.

# Identify, initiate and maximise external funding opportunities to secure additional resources and capacity to support engineering-based activities.

# To take a lead on strategic service improvement and cross-cutting issues which impact on the Engineering Services team as well as the Growth, Enterprise & Environment section across the borough.

# Ensure initiatives and projects are devised, managed and delivered in an effective and sustainable way including appropriate performance management frameworks.

# To participate in the Emergency Planning / Disaster Recovery situations including being a member of Silver/Tactical Command as required.

1. To develop and deliver new and innovative methods of service delivery.
2. Promote and deliver strong communication mechanisms to empower the workforce and improve innovation, workforce relations and productivity.

# To deputise for the Service Lead – Engineering, Highways 7 Commercialisation when appropriate.

# To assist the Engineering Services team in establishing a commercially focussed service including options for income generation with highways design and civil engineering delivery as part of the wider Growth, Enterprise & Environment service.

# Contribute to a strong collective team in neighbourhood and customer services, supporting colleagues and promoting innovation, integration of services and a positive culture.

# To assist in the provision of support guidance and advice to the Assistant Director, Director, Cabinet Members and partners across the broader neighbourhood and customer services context on particular issues.

# To assist in the development of innovative and effective integration within the overall neighbourhood and customer services area to ensure that customers and citizens receive seamless, responsive and high quality outcomes and that the Service tackles the root cause of Street Care problems.

1. To work with stakeholder and other local authority organisations to assist in ensuring the Council secures maximum funding in terms of the Highways Incentive Fund, Flood and Water Management Act and the Local Transport Plan.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** August 2019 **Author:** Nick Preston

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| **POST TITLE**  | **GRADE** |
| Transportation and Highways Asset Strategic Manager | J |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Extensive experience of planning and implementing solutions to engineering and transportation related problems
* Extensive experience of strategic leadership of service and health and safety activities relating to engineering and transportation services and emergency response delivery.
* Experience of leading strategic teams to deliver excellent customer services
* Experience of using technology to improve service efficiency
* Experience of leading and developing managers and engineering staff
* Experience of leading improvements in health and safety across strategic services
* Extensive successful management experience of areas within Engineering and Growth, Enterprise & Environment Services
* Project management, including experience of managing externally funded projects.
* Strong record of achievement in a relevant professional environment
* Experience of procurement and resource management
* Experience of achieving a performance management culture
* Experience of successfully managing employee relations in a complex environment
* Experience of leading engagement with the community to build capacity and solve problems
* Experience of delivering excellence in health and safety practice
* Experience of promoting innovative models of delivery and supporting culture change.
* Experience of strong budget and financial management
* Relevant environmental service experience.
* Experience of leading and implementing responses to major incidents which require Council resources
 | * Experience of project management
 | A, I, R, P |
| **SKILLS AND ABILITIES** | * Good written and verbal communication skills
* Ability to resolve problems and work on own initiative
* Ability to identify and use innovative treatments and techniques
* Excellent interpersonal skills and an ability to work with people from a range of organisations and backgrounds including liaising with senior colleagues within the council and senior representatives from other organisations
* Ability to meet deadlines and work under pressure
* Sufficiently literate and numerate for inspection and contract administration.
* Ability to lead and drive improvement in services and employees
* Confidence to implement innovative solutions and to challenge traditional thinking.
* Highly motivated, outcome focussed, tenacious
* Well-developed self-awareness, self-management, social-awareness and relationship management skills.
* The ability to communicate at all levels, with excellent written, verbal and presentation skills.
* Strong strategic thinker, able to deal with ambiguity, routinely plans several steps ahead and uses a tactical approach to complicated issues
* Excellent negotiating and influencing skills, demonstrable through working with the local authority, partner agencies, local residents and the voluntary and community sectors.
* Committed, enthusiastic, self-confident, persuasive and diplomatic.
* Excellent organisational skills and the ability to effectively prioritise and manage time
* Proficient in the use of IT, including e-mail, internet, MS Word & Excel.
* Ability to plan and prioritise effectively and with minimum supervision
* Highly developed political awareness.
* Excellent financial and budget management skills
 |  | A, I, R, P |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Working knowledge of legislation in relation to Highways, Civil Engineering and Emergency response delivery.
* Working knowledge of legislation and procedures in relation to highways, transportation and flood management
* Relevant professional and management qualification related to Growth, Enterprise & Environment activities
* Postgraduate management qualification
 | * Postgraduate management qualification
 | A, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Full driving licence
 | * Evidence of own continuous personal and professional development
 | A, I, R |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A, I, R |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A, I, R |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE