

Leeds City Council

Directorate	City Development
Service Area	Highways and Transportation
Job Title	Highways Service Area Manager
Grade	PO4
Conditions Of service	National Joint Council (NJC) for Local Government Services
Responsible To	Highways Depot Manager
Responsible For	Area Officers, Supervisors, Operatives and depot operations

Job Purpose:

To manage an operational service undertaking the design, procurement and construction management of highway infrastructure maintenance and winter service programmes and projects in line with statutory obligations, policies, standards and specifications.

Responsibilities for Grade:

Manage a group of staff together with the management, coordination and procurement of materials, contractors and consultants engaged in the management and maintenance of highways infrastructure.

Manage and control budgets and take responsibility for assigned budgets and agreeing contractual payments.

Provide a high quality highways maintenance and winter service to deliver cost effective maintenance of highways infrastructure and highway related projects.

Develop programmes, design and manage cost effective planned and reactive maintenance of highways infrastructure assets by internal and external suppliers.

Manage the health and safety of staff and depot operations.

Manage the cost effective operation of the depot.

Manage the procurement and performance of internal and external suppliers.

Support and assist in the development of policies which support efficient service delivery, continuous improvement and corporate objectives.

Support the development of business cases for maintenance funding for highways infrastructure to internal and external bodies.

Provide guidance to other sections on highway maintenance techniques and specialist services particularly in relation to sustainable maintenance of major projects.

Manage a defined activity or a small range of the Department's activities to ensure the delivery of best value services to customers, to meet the objectives of the Council's Corporate Plan and comply with Government Standards.

Motivate, develop and coach staff within your area of the directorate to achieve Corporate Plan, Service Plan and Divisional Plan objectives.

Undertake and manage the delivery of specified elements of the Divisional Plan, Service Plan and Corporate Plan in relation to a defined activity or small range of activities, in order to meet targets and achieve improvements

Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement areas, focusing on equality of outcome

Actively support continuous improvement initiatives through contributing to cross Council schemes and supporting the Service Management Team

Within a small service area or number of areas, to take responsibility for maintaining effective communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council good practice and with regard to implementing e-government objectives.

Work with elected members, service users and community representatives in ways which support open, inclusive, responsive and accountable government.

Develop and maintain good working relationships with internal and external customers and other stakeholders to achieve corporate objectives and to maintain a position of service provider of first choice.

Be accountable for the safety of staff, service users and contractors in accordance with Legislation and the Council Health and Safety Policy.

Provide appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

Represent the Service, the Department and the Council as a Senior Officer for matters relating to maintenance of highways infrastructure and other related areas of work.

Ensure projects are delivered in accordance with the statutory requirements of the Construction Design Management Regulations.

Ensure the work of the team is produced in accordance with legislation and to the appropriate local, national and corporate standards, policies and practices.

Assist in the development of partnership working.

Support the development of staff within the team following the current staff development and appraisal procedures.

Qualifications

Incorporated Engineer or extensive equivalent appropriate experience in highway maintenance and construction.

PERSONAL SPECIFICATION: Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

Ability to interpret corporate vision and values and put into practice through agreed policies and strategies.

Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance.

Ability to coach and mentor staff and other managers effectively to develop a culture of high performance.

Ability to manage competing priorities whilst delivering on a range of schemes and adapting to changing circumstances and priorities.

Ability to make an effective contribution to internal and external meetings.

Ability to develop productive working relationships that command respect, trust and confidence.

Ability to resolve conflict.

Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes.

Ability of working credibly and collaboratively across services and with partners to deliver excellent services and outcomes.

Ability to produce comprehensive reports, assist in developing business cases and to deliver presentations to a diverse audience.

Ability to negotiate effectively with professionals from developers and partner organisations.

Computer skills, including familiarity with standard office software applications.

Understand and promote policy on equal opportunities and diversity in both service delivery and employment.

Knowledge Required

Knowledge of asset management, highway engineering and maintenance practises.

Detailed knowledge of health and safety in relation to highway works, highway operations and risk assessment.

Working knowledge of CDM legislation.

Working knowledge of street works legislation.

Knowledge of legislation, regulations, policies, inspections and performance information applicable to the service area.

Experience Required

Extensive equivalent appropriate experience of a service or operational area relevant to the service area.

Experience of highway winter services.

Experience of managing a service across a geographical area to meet customer needs.

Experience of managing internal and external suppliers to deliver cost effective, high quality workmanship and materials.

Understanding of local government and experience of achieving results in a politically sensitive context.

Behavioural & other Characteristics required

Personal integrity with commitment to fairness, equality and diversity.

Provide motivation and energy to achieve service objectives

Commitment to continued professional development

Understand and ensure compliance with the legal, financial, governance and control frameworks including risk management.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

Ability to contribute to change programmes, improve service quality and support a culture that drives up standards and performance.

Ability to take forward initiatives and policies from development to implementation.

Knowledge Required

An understanding of and commitment to sustainability in service delivery

An understanding of service delivery issues.

Experience Required

Experience of the public sector and its relationship with the private and third sectors.

Behavioural & other Characteristics required

None listed.