**Leeds City Council**

**Directorate:** City Development

**Service Area:** Highways and Transportation

**Job Title:** Principal Operations Manager

**Grade:** PO6

**Conditions Of service:** NJC Conditions apply

**Responsible To:** Site Developments Manager

**Responsible For:**

**Job Purpose:** To support the Site Development Manager to deliver the work of the Site Development, S38 and Operations Team.

To manage a team of professional and technical staff to support the delivery of highway engineering schemes, related civil engineering infrastructure projects and site development functions. The posts are within the Site Development, S38 and Operations Teams within Highways and Transportation.

**Responsibilities for Grade:** These are key management and leadership roles to ensure the Site Developments Service delivers a high quality service ensuring we are a provider of first choice building good positive relationships with clients, customers and internal and external partners.

To ensure the necessary management systems are in place to allow the delivery of a high quality and cost effective engineering consultancy service which supports the delivery of highway and other engineering related schemes.

Develop and implement the necessary processes and procedures to support the portfolio delivery across the Site Developments Service ensuring the necessary systems, procedure guides and IT systems are in place to effectively manage the performance of the appropriate team.

To support the development of staff through undertaking effective appraisals, development plans and regular 121s.

Represent the Service, the Department and the Council as a senior officer for matters relating to the management of schemes and projects.

Ensure the consistent approach to service delivery using the appropriate systems for performance and project management.

To represent the service on any relevant project or working group playing a proactive part in those groups.

To undertake complex pieces of work with limited levels of supervision and support.

To ensure budgets are monitored and managed appropriately and VFM is delivered across all service areas.

**Qualifications:**

**PERSONAL SPECIFICATION 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.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

**Skills Required**

* Be able to support the effective working of a team through the development of staff within the team and through supporting and advising colleagues
* Ability to provide leadership, which empowers colleagues and staff to achieve results.
* 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
* Be able to provide advice to Senior Management Team to ensure the optimum use of available resources
* Innovative with the ability to improve service quality and implement a culture that drives up standards, performance and efficiency.
* Ability to lead on and contribute to managing change in service delivery and associated programmes.
* Ability to take forward initiatives and policies from development to implementation.
* Ability to plan and organise own work and that of others competently with minimum supervision, and to strict deadlines
* Ability to communicate complex issues clearly and succinctly both in writing and verbally to senior managers, clients and partners.
* Ability to develop productive working relationships that command respect, trust and confidence.
* Ability to produce comprehensive high quality reports, assist in developing business cases and deliver presentations to a diverse audience.
* Ability to provide constructive problem solving, using initiative, innovation and conflict resolution.
* Be able to be responsible for the monitoring of relevant revenue and capital budgets.
* Ability to work on own initiative, taking responsibility for the service area with minimal supervision.
* Ability to analyse, interpret, evaluate and explain complex matters effectively to staff, senior officers and external bodies where appropriate who may have a non-technical background.

**Knowledge Required**

* Understand and promote policy on equal opportunities and diversity in both service delivery and employment.
* To be able to demonstrate knowledge of legislation, regulations, policies and performance information applicable to the relevant service area.
* An understanding of local government and experience of achieving results in a politically sensitive context.
* Knowledge of a level commensurate with this grade of policies and decision making processes affecting local government and the impact on services provided by the Council.

**Experience Required**

* Experience of managing services to meet customer and client needs.
* Experience of the public sector and its relationship with the private and third sectors.
* Be able to demonstrate that you are able to undertake work that is increasingly complex, may be of a technical nature, with limited supervision and support.

**Behavioural & other Characteristics required**

* Commitment to own personal development and learning and that of others
* Personal integrity with commitment to fairness, equality and diversity.

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

**PERSONAL SPECIFICATION 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 duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

**Skills Required**

**Knowledge Required**

**Experience Required**

**Behavioural & other Characteristics required**

**Job Description Content Prepared / Reviewed by:**

**Name** Simon Swift **Designation** **Date** 10th July 2019

**Job Description Approved by:**

**Human Resources**

Date