

**SOUTHEND-ON-SEA CITY COUNCIL**

**JOB PROFILE**

JOB TITLE: HEAD OF TRAFFIC & PARKING

REPORTS TO: DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

LEVEL: 13

**Purpose of the Job**

To provide direction and leadership to the specified group of services listed under Functional Responsibilities below and to ensure that these services are designed/delivered/commissioned in line with the council’s delivery plans and agreed budgets.

To support the Director, the Departmental Leadership Team (DLT) and the wider council leadership and to work collaboratively with councillors and officers across the council.

To promote visible and inclusive leadership that demonstrates the behaviours and values of the council and sets out a clear direction and expectation of performance standards.

**Key Responsibilities**

To lead and take responsibility for specific strategic and corporate matters as agreed with the Director.

To lead and manage a team of service managers/team leaders. To empower and engage these individuals to continually improve and deliver the best possible outcomes aligned to the council’s Corporate Plan and priority areas of work.

To develop effective internal relationships to support the organisational ambitions to achieve climate positive outcomes, develop the circular economy and optimise opportunities for green infrastructure and biodiversity.

To develop and maintain effective relationships with partners and other external bodies (locally, regionally, and nationally) and to use these relationships to improve outcomes and service delivery and to promote the communities of Southend-on-Sea in-line with the ambition of the council and the city.

To plan and structure services, and enable and facilitate community activity to help maintain and protect the environment and local infrastructre, limiting the impact of services on the environment and driving towards a position of net zero carbon by 2030.

Develop and maintain positive relationships with elected members.

Promote and role-model the principles of inclusivity, equality and diversity and ensure that these are upheld and embedded across the organisation and demonstrated externally.

Ensure compliance with health & safety and other relevant legislation across the organisation.

Represent the council with external bodies (including the media).

Develop and maintain a positive, relevant external network and to promote and work to raise the positive profile of the city across the region and nationally, including in the context of Southend-on-Sea’s commitment to South Essex Councils and the Devolution agenda.

Represent and deputise for the Director as required.

**Functional Responsibilities and Service Specific Elements**

Responsible for leadership and direction to the following services/priority areas:

* Traffic Management, including fulfilment of the statutory Traffic Manger role
* Parking management, including but not limited to parking enforcement, operations, development of policy and contract management
* Operational Policy Development across the highway and transport suite of functions
* Oversight of highway and traffic legal orders, temporary, experimental and permanent
* Streetworks management
* Event management (with regard to the public highway)
* Road Safety
* Highway maintenance, including asset management

Development and implementation of corporate strategies and policies for (including but not exclusively) parking, events on the highway, speed limits, asset management, seasonal decorations, pedestrian crossings etc.

**Knowledge and Experience**

* Degree and/or management qualification (or equivalent through work related experience)
* Experience of working in a complex and diverse organisation at a middle or senior management level
* Understanding of Local Government and experience of working in a political environment
* Budget management
* Management experience and proven success in leading and motivating teams to a high level of achievement.
* Significant experience of leadership of public services including (at least some) of the areas listed under of Functional Responsibilities above.

**Wider corporate requirements:**

To support as needed or directed by management in relation to:

* Senior Leadership Network – to actively engage and ensure corporate messages are cascaded appropriately and acted upon.
* South Essex Councils and wider regional and national activity.
* Council initiatives such as the mentorship programme.
* Undertaking investigations where appropriate and subject to service/work pressures
* Supporting emergency planning response and recovery, including on-call rota if/as reasonably required.

**Behaviours and Values**

To model the Council’s Values, Behaviours and Leadership Capabilities.

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| Behaviours - Driving positive change* Demonstrating strong leadership
* Trust & respect
* Acting with integrity & behaving responsibly
* Building relationships to work well together
 | Values - Inclusive* Collaborative
* Honest
* Proud
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