# Job Description and Person Specification

## Job details

Job title: **Head of Highways Delivery**

Grade: NNC Band 12: £68,428 to £72,831

Reports to: Assistant Director of Highways and Waste

Responsible for: Highways Delivery Services

Directorate and Service area: Place and Economy, Highways

## Purpose of the job (why the job exists)

To provide strategic leadership and management within the Highways and Transport service for contract management, network management, highway enforcement, and transport requirements. The post has corporate management responsibility in relation to the duties associated with the Traffic Management Act and the Client role for the Term Services Highway Maintenance Contract.

Support the Assistant Director of Highways and Waste in ensuring statutory responsibilities are met, and services are aligned to the Council’s long-term vision, promoting a culture of performance management which delivers high quality, high performing, value for money services.

## Principal responsibilities

1. Manage the Council’s highways contracts, in particular the highways maintenance provider, through robust contract management and monitoring processes and techniques to ensure the contractor delivers against its contractual obligations and provides value for money for the Council and its residents.
2. Carry out the role of Authority Representative for North Northamptonshire's input to the Northamptonshire Street Lighting PFI contract.
3. Ensure that all statutory responsibilities for the Council within the Traffic Management Act, Highways Act and New Roads and Street Works Act are met to provide a safe and accessible highways network.
4. Develop and deliver, through existing and new contractual arrangements, the highways capital programme and major projects having oversight and programme management of large programmes of work to deliver end projects to agreed outcomes with sound financial management delivering value for money.
5. Deliver the Council’s statutory duties in relation to home to school transport and the transportation of children and adults in the Council’s care.
6. Monitor and manage the budgets, performance and risks related to the service, including accurate estimating, forecasting and out-turns against agreed budgets.
7. To work proactively and collaboratively with the Head of Strategic Transport, and other relevant teams across the Council, to deliver joined up services for the benefit of our residents.
8. Ensure the highways delivery services are orientated towards our residents and customers and provide a high-quality service which seeks to respond constructively to residents and learn from their feedback.
9. Monitor and manage the budgets, performance and risks related to the service, including accurate estimating, forecasting and out-turns against agreed budgets.
10. Maintain and implement the highways services business continuity plans and emergency response to support the delivery of uninterrupted services and the Council’s role within the Local Resilience Forum.
11. Engage with elected Members at all levels to provide strategic, technical advice regarding the future of services and reliable information regarding the current service and its performance.
12. Work collaboratively with services across the Council to align services for the benefit of the Council’s residents and to deliver value for money.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

This post requires the postholder to travel independent of public transport in order to attend meetings and site visits across North Northamptonshire, and occasionally across the region.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree-level or equivalent by experience.Successful background of achievement and relevant experience at a senior management level in an appropriate, related work area, reflecting a corporate and strategic approach in a diverse service environment.  | Relevant professional qualification.  |
| Experience and Knowledge | Extensive experience of producing and delivering successful, high value Highways and Transport services and projects.Successful record of managing change and continuous improvement, showing an appreciation of change management issues.Experience of managing a diverse workforce, with demonstrable ability to motivate and inspire others to achieve high performance outcomes and positive working relationships and an open and flexible management style.Experience of developing services at a strategic level and in turning concepts into operational plans. Experience of working in a political environment and taking account of conflicting demands. Appreciation and experience of working with other regulators. |  |
| Ability and Skills | Comprehensive understanding ofhow the service will reflect local and national agendas relating to the delivery of a safe, effective and sustainable highways networkExcellent communication and interpersonal skills for both conceptual and factual matters to a wide audience, with the ability to listen to the views of others and use effective influencing/negotiation techniques to achieve a positive outcome.Experience and understanding of project management mechanisms and their uses in medium and long-term projects.Rational and innovative approach to problem solving and decision making.Demonstrable ability to work at pace to deliver service improvements and change.Effective budget manager who understands and has experience in managing large revenue and capital budgets to ensure accurate projections, mitigating overspends and remaining within allocated budgetsCommitted to development of self and others, keeping fully abreast of new and innovative approaches within the professional and managerial sphere of the post, and maintain a high degree of integrity and professional standards that reflect the Corporate Values of North Northamptonshire Council. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |