

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Highways Network Manager

Place, Economy and Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Highways and Transport team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highways assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the Council's duty to ensure the safe travel of eligible students to school.

This role leads the Highways Network Management part of the service to meet the statutory duties and responsibilities of the council related to the Traffic Management Act and the New Roads and Street Works Act, including controlling works on and the use of the highway network, highway enforcement and regulation, parking services, management of the rights of way, and the community liaison team. The postholder manages the conflicting demands of highways users i.e. traffic, pedestrians, public transport, cyclists, etc and must consider the need to maintain and improve the network, incorporate new developments, reduce road casualties and maintain and improve public utility apparatus within the highway.

Accountable to:

This role is accountable to the Assistant Director for Highways and Transport, responsible for the direct line management of team leaders within the Network Management team. The role sits within Highways and Transport Service, part of the Place Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To implement the Traffic Management Act including the development of strategies and systems to manage road traffic and congestion to achieve best use of the road network, efficient operation and free from impediment.
2. To develop, implement keep under review the Network Management Plan and other relevant plans, strategies and procedures for the management of access to the highway network to minimise disruption to the travelling public and in accordance with the strategic objectives of the Council.
3. To manage, direct, monitor and review the provision of regulatory services including street works co-ordination and enforcement of New Roads and Street Works Act and Traffic Management Act.
4. To manage, direct and review parking, bus lane and moving traffic offence enforcement countywide.
5. To manage the land searches and investigations team, protecting the legal integrity of the Definitive Map and Statement of Rights of Way to ensure that the authority properly discharges its statutory duties
6. To define, develop and review the Highway Register and associated datasets in accordance with the Highways Act 1980 in order that the Council and third party organisations can carry out their duties and deliver the highways aspects of a local search, ensuring that the Council properly discharges its statutory rights.

7. To manage the community liaison team in resolving issues raised by Council members, residents, parish councils and other stakeholders that relate to the management of the highways asset or the associated strategies and procedures.
8. To work as part of the management team in Highways and Transport, ensuring issues are addressed in an integrated 'one team' approach and to deputise for the AD Highways and Transport as appropriate.
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11. 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.
12. 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.

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Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

| Skills and abilities: | Essential / Desirable | Measured by |
|--|-----------------------|---------------|
| Ability to work on own initiative and apply a rational and innovative approach to problem solving and decision making. | E | A, T, I, P, D |
| Able to communicate clearly and tailor communications appropriately to a wide audience | E | |
| This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. | E | A/T/I |

| Knowledge: | Essential / Desirable | Measured by |
|--|-----------------------|---------------|
| Extensive knowledge of Highway Law and the statutory responsibilities of local government in maintaining a highways asset and network. | E | A, T, I, P, D |
| Successful record of managing change and continuous improvement, showing an appreciation of change management issues. | D | |

| Relevant experience: | Essential / Desirable | Measured by |
|---|-----------------------|---------------|
| Senior management experience with extensive highways engineering background. | E | A, T, I, P, D |
| Significant experience working in a transport-focussed and/or transport policy/implementation environment | E | |
| Extensive experience of working in partnership with a wide range of stakeholders, including contractors, members & residents. | E | |
| Experience of developing and implementing policies, procedures and strategies relevant for the management of the highways asset and network. | E | |
| 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. | E | |
| Experience of managing services within budgets with a strong financial awareness. | E | |
| Experience of working with other regulators | D | |

| Education, training and work qualifications: | Essential / Desirable | Measured by |
|---|-----------------------|---------------|
| Educated to degree level or NVQ level 4 or equivalent | E | A, T, I, P, D |
| Membership of an appropriate professional institution | D | |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

| | | | |
|--|--|-------------------------------|---------------------------------------|
| Hours: | 37 per week | Primary work base: | Northampton |
| Job family band: | RT11 | Worker type: | Part-flexible |
| Salary range: | 11 | Budget responsibility: | Staffing budget plus c£2.5m income pa |
| People management responsibility: | 5 direct reports, 33 FTEs within the Service | | |

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

| | | |
|----------|-----------------|--|
| T | Trust | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will. |
| H | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently. |
| R | Respect | we respect each other and our customers in a diverse, professional and supportive environment. |
| I | Innovate | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area. |
| V | Value | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| E | Empower | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions. |

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

