

Job Description JOB DESCRIPTION	
Job Title:	Green Infrastructure Team Manager
Directorate:	Place and Sustainability
Service:	Highways Maintenance
Reports to:	Highways Maintenance Group Manager
Grade:	P3
Hours:	37
POSCODE	CCC2643

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The Highway Maintenance Technical Team Managers have responsibility for the leadership, development, management and performance of the Highways Assets and associated team operating on the delivery of service relating to those assets. The 4 Technical Team Managers are the Asset Owners for;

- Carriageways, Footways, Cycleways including signs and road marking.
- Structures and Safety Barriers
- Green Infrastructure & PROW
- Drainage and Resilience.

The Role is to ensure efficient and effective working practices in the delivery of the service. To ensure the services operates with good asset management practice and a customer focus.

The Highways Maintenance Group is part of the Highways Maintenance Service that forms part of the Highways and Transportation Directorate within Place and Sustainability Directorate. The Highways Maintenance Service works closely across P&S to support collaborative delivery of the wider council aims and objectives.

To develop and embed good asset management practise across Highways and Transportation – working across teams and managers to ensure consistently high standards of maintenance are delivered and customer needs are met in terms of safety, public realm and long-term asset sustainability.

To manage the resources at their disposal to ensure value for money and maximise effectiveness and efficiency of the team.

In addition, the role requires a strong ability to engage with a wide range of stakeholder groups including Local Members, Parish and District Councils, resident, campaign groups and businesses, setting outcomes and managing day to day maintenance activity.

Role specifics:

Manage the team of technical specialists focused on the maintenance and management of Green Infrastructure.

Working with Ecology, Environmental and biodiversity stakeholders, internal and external to maximise the benefits of highway verges, trees and habitat within the highway.

Perform the role of asset owner for the assets the team is responsible for. Championing the needs of the assets and their appropriate funding.

Support the wider Highways Maintenance service in achieving Net Zero by being lead on carbon reduction for the service area.

Ensure Climate crisis and nature recovery needs are core to decision making and maintenance prioritising. Implementing, supporting and encouraging local community groups to form and help improve nature and biodiversity.

Ensure appropriate day to day, safety, routine, cyclic, structural and major maintenance takes place.

Organise works programmes associated with the assets, ensuring appropriate investigation, assessment and design is undertaken. Including the commissioning of design and delivery from internal and external partners.

Deal with enquiries, correspondence and reports of defects ensuring timely responses are sent out to customer and stakeholders.

Ensure request for maintenance from T&PCs are actioned and provide support to LHOs by providing advice and input to them.

Provide programme and activity information to LHOs, T&PCs.

Provide information, advice and support to local members.

Ensure the Asset records are kept up to date within systems. Make maximum use of technology, innovation and mobile working for efficiency and effectiveness of service delivery.

Work closely with all Highways and Transportation teams to facilitate a cohesive and coordinated service. Championing the needs and benefits of the assets internally.

Contribute to strategic asset management for the assets including development of forward maintenance plans and funding scenarios.

Lead and manage the councils PROW operational service including line management of the PROW officers/ Work closely with the Definitive Map team to ensure a coordinated and cohesive approach to the wider protection and enhancement of PROWs.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

PRINCIPAL ACCOUNTABILITIES	
1	Provide leadership for the technical team managed. Working across Highways and Transportation to ensure good asset management is maintained in line with available funding and other resources.

PRINCIPAL ACCOUNTABILITIES	
	<p>Provide advice to those within Place and Sustainability on highway engineering, maintenance and asset management in relation to the asset group they are asset owners for.</p> <p>Provide and prepare detailed technical reports in a timely and efficient manner always ensuring clarity, engagement with stakeholders, and clear requirements of maintenance details, timings and delivery requirements.</p> <p>Direct, guide and manage the asset to ensure that objectives are delivered through the maintenance and management of the assets.</p> <p>Lead on key aspects of asset maintenance expertise within the highways Maintenance Service ensuring works programmes are well managed and day to day activities prioritised.</p> <p>Lead the development of the team to ensure the highest level of knowledge, experience and expertise are used in resolving issues and enquiries.</p> <p>To ensure the team members are skilled in, and consistently apply, strong process management including asset management, project management, task orders and budgetary oversight; where required to support and advise on their training needs.</p> <p>Direct, inspire and motivate staff who are not direct reports and maybe be more senior to ensure that they achieve their maximum potential and are compliant within Financial and Procurement regulations</p> <p>Manage the technical approval of schemes and works programmes across capital, cyclic, routine and reactive maintenance taking account of detailed design, procurement, programme and customer engagement.</p> <p>Develop efficient and effective processes for the delivery of asset maintenance, reporting progress, risk, actual and forecast cost and target completion to the Highways Programme Management Board.</p> <p>Implement robust programmes for asset maintenance, with appropriate change control processes and utilising suitable project management software packages to manage programme delivery, such as MS Project.</p> <p>Devise, implement and manage process and systems for the delivery of maintenance which engage directly and appropriately with colleagues, partners, and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes.</p> <p>Inspire others to contribute to corporate projects in order to see the delivery of better outcomes</p>
3	<p>Develop and continuously improve an asset management approach for the assets owned.</p> <p>Ensure a culture of innovation and continuous service improvement within the team</p> <p>Embed a culture of inclusion and wellbeing within the team</p> <p>Ensure staff and teams are inspired, supported and encouraged to achieve their maximum potential</p>

PRINCIPAL ACCOUNTABILITIES	
4	<p>Deliver service change to achieve the Council's corporate objectives. Identify priorities, targets and the most effective response to workload pressures, and direct work programmes and staff resources accordingly.</p> <p>Monitor and review service objectives and where appropriate seek approval for their development in order to ensure that they align to the needs of the County Council's strategic objectives</p>
5	<p>To ensure team leaders and projects managers are skilled in, and consistently apply, strong process management including project management, task orders and budgetary oversight; where required to support and advise on their training needs.</p> <p>Direct, inspire and motivate staff who are not direct reports and maybe be more senior to ensure that they achieve their maximum potential and are compliant within Financial and Procurement regulations</p>
6	<p>Support the Group Manager Highways Maintenance to ensure a high quality sustainable highways maintenance service.</p> <p>In collaboration with other managers and key stakeholders, contribute to the identification of future requirements, forward planning and bidding for funding by providing timely professional and managerial advice on all aspects of Commissioning and on wider service and corporate developments.</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Ensure projects meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning fully with Council expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Service Manager to Committees and Councillors to inform decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p>
7	<p>Communicate a clear vision of Highways Asset Maintenance as it relates to the owned asset and its objectives in order to enable elected members, managers, staff, partners and customers to understand the service.</p> <p>Develop and maintain effective relationships with elected members, other officers, key stakeholders and customers in order to ensure that Highways Asset Management and asset maintenance is promoted, remains up to date, is relevant</p>

PRINCIPAL ACCOUNTABILITIES	
	<p>and is appropriately directed to deliver the Authority's Strategic Objectives and customer focus.</p> <p>Support elected members, Town and Parish Councils including providing briefings, reports and feedback to enquiries.</p> <p>Support the Local Highways Officer Teams through providing timely responses, advice, works actions and information so they in turn can properly support Local Members and Town and Parish Councils.</p>
8	<p>Ensure finances and allocated budgets are effectively managed ensuring the service achieves value for money.</p> <p>Explore opportunities for external funding to support the service outcomes.</p>
9	<p>Ensure appropriate control measures are operating to manage and mitigate risks across delivery of the service. Examples CDM, Health and Safety, Road user Safety.</p> <p>Work closely with the term contractor and wider delivery partners to ensure high quality, value for money works on the network.</p>
10	<p>Ensure relationship management with key partners such as the Town and Parish Councils, District Councils, DEFRA, Environment Agency, Local Enterprise Partnership, CPCA, Other LAs, Community Groups and others as required.</p>
11	<p>To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree in a relevant discipline or substantial relevant experience	Degree level or equivalent or substantial relevant experience in Environmental science, Ecology, Land Management, Biodiversity, Tree Management. Managing public realm and open spaces. Or Highways Maintenance or a discipline relevant to the Assets managed by the team	Essential
Evidence of Continual personal / professional Development	Relevant Management Qualification Relevant Highways or Construction Management Qualification. Or qualification in a relevant discipline	Essential
A relevant professional membership e.g. ICE IHE CIHT IAM CMI APM		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation	<p>Working knowledge of Health and Safety, Construction Design and Management Regulations.</p> <p>Solid knowledge of legislation, guidance and procedures relevant to Highways Maintenance and Infrastructure Asset Management</p> <p>Substantial Working knowledge of highway legislation</p> <p>Knowledge and up-to-date understanding of legislative and policy frameworks as they apply to the service</p>	Essential
Partnership Working	An understanding of how to manage the needs of a diverse set of stakeholders	Essential
Local Government	An understanding of the complexities of local government and the matters affecting it	Desirable

Skills		
Programme management	<p>Ability to develop objectives and monitor performance to ensure goals are met or exceeded. Experience of developing focused strategies and prioritising actions, leading to change and performance improvements</p> <p>A proven ability to develop partnerships at the highest levels with other agencies or service providers as a means of ensuring service objectives are met</p>	Essential
Performance Management	Ability to develop objectives and monitor performance to ensure goals are met or exceeded.	Essential
Change management	<p>Ability to drive culture change within an organisation</p> <p>Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions</p>	Desirable
Leadership and personal skills	<p>Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations</p> <p>Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas</p> <p>Ability to shape and influence local, regional and national policies</p> <p>Excellent set of interpersonal and communications skills</p> <p>Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities</p> <p>Ability to lead, motivate and develop staff in a way that builds individual and team capacity to delivery quality services and continuous improvement</p>	Essential

Experience		
Local Government	<p>Experience of working with locally elected politicians and of ensuring that service outcomes align with broader political priorities.</p> <p>Strong commitment to public services and local democracy</p>	<p>Desirable</p> <p>Essential</p>
Partnership Working	<p>A proven ability to develop partnerships at the highest levels with other agencies as a means of ensuring service objectives are met</p> <p>Experience of working with locally elected politicians and of ensuring that service outcomes align with broader political priorities.</p>	Desirable
Communication	<p>Experience of delivering presentations to a wide range of audiences</p> <p>Writing briefings, reports papers</p>	Desirable
Finance and Resource Management	<p>Proven experience of financial and resource planning and the ability to deliver efficiency savings through cost effective Service delivery.</p> <p>Understanding of how to support development of Asset Management in the delivery of services that protect the council and secure the relevant desired outcomes</p> <p>Solid commercial appreciation of how service delivery contracts demand strong management and leadership alongside a realistic understand that problems can emerge and judgement will be required to overcome problems</p>	Essential
Project Management	<p>Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce, including the application of codes of practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities</p>	Essential

Climate Crisis and Nature Recovery	Knowledge and understanding of climate change, nature recovery and achieving net zero.	Desirable
Flexibility	<p>Have the ability to visit offices and sites, when necessary, where public transport is limited.</p> <p>Have the ability to visit and inspect sites which may have difficult access.</p> <p>Be able to attend meetings out of hours when necessary</p> <p>Flexible in hours of work</p>	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into?		Flexible		
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