



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: **Assistant Head of Highways Delivery**

Grade: Band 10 £55,848 to £59,442

Reports to: Head of Highways Delivery

Responsible for: Highways Network Management, Highways Searches, Investigation and Regulations, Community Liaison and Small Improvement Works, Statutory Traffic Manager role

Directorate and Service Area: Place and Economy, Highways and Waste

### **Purpose of the job**

The Highways team provides statutory services that all residents of North 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 postholder will be responsible for meeting the statutory duties and responsibilities of the Council related to the Highways Act, Traffic Management Act and the New Roads and Street Works Act. They will manage three teams; Highways Network Management, Highways Searches, Investigation and Regulation and Highway Improvement and Community Liaison.

The Highways Network Management team are responsible for controlling works on and the use of the highway network. The Highways Searches, Investigation and Regulation team manage highway enforcement, regulation, upkeep of the statutory Definitive Map and highway records plus the management of Highway Orders such as public rights of way diversions and Temporary Traffic Regulation Orders. The Highway Improvement and Community Liaison team aims to build effective relationships with customers and Councillors by providing high quality highway advice to enquiries and delivery of small-scale improvement works. They also process and respond to highway insurance claims made against the Council.

The postholder manages the conflicting demands of highways users such as vehicular 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.

As part of the Highways senior management team, they also have input to the management of the highway maintenance contract, implementation of highway strategies and policies as well as reviewing any proposed Departures From Standard on highway schemes and signing of delegated decision reports in relation to Traffic Regulation Orders.

## **Principal responsibilities**

1. To carry out the statutory role of Traffic Manager to meet the requirements of the Traffic Management Act within North Northamptonshire. This will also include working with the Department for Transport as well as neighbouring authorities on cross boundary and regional network management issues.
2. As Traffic Manager, review Traffic Regulation Orders where consultation has not determined a conclusive outcome and requires a delegated decision to be made to uphold or override objections.
3. To develop, implement and keep under review the North Northamptonshire Network Management Plan and other relevant plans, strategies and procedures for the management of access to the highway network by statutory undertakers and developers.
4. To direct, monitor and review the provision of statutory regulatory services related to the co-ordination of street works and the enforcement of the New Roads and Street Works Act and Traffic Management Act to minimise disruption to the travelling public and in accordance with the strategic objectives of the Council.
5. To direct the work related to Highway Regulations to ensure all activity on the highway is correctly licenced by issuing Traffic Regulation Orders, Notices, Permits and Licences. This also includes the management of applications for vehicle crossings to ensure they are installed safely and to the correct standard of construction. Ensure any necessary highways enforcement action is taken against any organisations or individuals under the duties imposed on the Council by the various highway legislation currently in force.
6. To contribute to the overall management of the highways maintenance term service contract as required as part of the Highways Management Team.
7. To direct, monitor and review the land searches and investigations work of the team to protect the legal integrity of the Definitive Map and Statement of Rights of Way to ensure that the authority meets its statutory obligations in this area of work.
8. 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 statutory duties and deliver the highways aspects of Local Land Charge searches in relation to land and property sales and purchases.

9. To manage the Highway Improvement and Community Liaison Team's work with stakeholders and identification of required works to be delivered through the highway maintenance contractor through these interactions and to manage public contact with the service through the public reporting system to manage responses, press enquiries, Freedom of Information requests and insurance claims.
10. To manage the overall team budget, ensuring that systems are in place to manage costs and the effective recovery of income from third parties using the service.
11. To support the management team in Highways and Transport, ensuring issues are addressed in an integrated 'one team' approach and to deputise for the Head of Highways Delivery as appropriate.
12. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
13. 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.
14. Carry out any other duties which fall within the broad scope and purpose of this post, and which are commensurate with the grade of the post.
15. 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.

### **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.



## Person Specification

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	Educated to degree level or NVQ level 4 or equivalent in a related subject or able to demonstrate suitable relevant experience in a senior role in Highways	Membership of an appropriate professional institution
Experience and Knowledge	<p>Senior management experience with extensive highways engineering background</p> <p>Significant experience working in a transport-focussed and/or transport policy/implementation environment</p> <p>Extensive knowledge of highway law and the statutory responsibilities of local government in maintaining a highways asset and network, including Highways Act 1980, New Roads and Street Works Act 1991, Traffic Management Act 2004</p> <p>Extensive experience of working in partnership with a wide range of stakeholders, including contractors, members &amp; residents to develop positive relationships</p> <p>Evidence of dealing with scheme promoters at a senior level on matters that affect the highway</p> <p>Experience of developing and implementing policies, procedures and strategies relevant for the management of the highways asset and network</p> <p>Experience of managing a diverse workforce, with demonstrable ability to motivate and inspire others to achieve high performance outcomes and positive</p>	<p>Experience of working with other regulators</p> <p>Successful record of managing change and continuous improvement, showing an appreciation of change management issues.</p>

Attributes	Essential criteria	Desirable criteria
	<p>working relationships and an open and flexible management style</p> <p>Experience of managing services within budgets with a strong financial awareness</p> <p>Demonstrates awareness of best practice, industry standards and competencies in specialist /functional area and comprehensive understanding of local, national developments and other influences</p>	
Ability and Skills	<p>Relevant highway IT related experience e.g. Street Manager, One Network, GIS etc</p> <p>Ability to explain complex and sometimes contentious information through clear evidence</p> <p>Ability to influence and persuade in complex negotiations to achieve the outcomes that the Council requires</p> <p>Ability to interpret legislation or policy and apply that appropriately in the delivery of a service</p> <p>Ability to manage teams to generate a good team working ethic and get the best from teams.</p> <p>Able to communicate clearly and tailor communications appropriately to a wide audience using a variety of communication channels and media</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Ability to work on own initiative and apply a rational and innovative approach to problem solving and decision making</p> <p>Ability to prioritise own workload to ensure any key tasks are undertaken</p> <p>Ability to support the management of change, the implementation of new initiatives and ensuring the delivery of core business</p> <p>Demonstrate a positive attitude to getting things done.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		