JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation and **Post No: TBC**

Highway Infrastructure

**Section:** Highway Asset Management

**Team:** Highway Maintenance or Street Lighting & Urban Traffic Control

**Post:** Team Leader **JE No:** A4931

**Grade:** L

**Responsible to:** Highway Asset Manager

**Responsible for:** Team as set out in organisation chart

**Job Purpose**

* Lead a team of technical staff in the delivery of the Highway Maintenance or Street Lighting/UTC functions for the Authority including all aspects of asset management, inspections and repairs to the highway asset, plus long and short-term strategies that are related to the delivery and improvement of the Council’s statutory highway maintenance duty
* Manage the supervision and monitoring of contracts in accordance with statutory and legislative codes of practice, including technical audits of contractor’s submissions and provide regular Contractor Performance Records to ensure maximisation of contractor performance and service delivery.
* Contribute to the overall management and efficient running of the Section, to ensure effective administration and maintenance of performance and information systems.

**To deliver the following outcomes**

1. Safe, accessible and sustainable transportation infrastructure
2. Supporting the Council’s wider outcomes
3. To support the continuous improvement of effective and efficient outcomes.

**Main Duties and Responsibilities**

1. Lead and contribute to the delivery of a service plan, for their team and T&HI, which will be managed through a performance framework.
2. Support the development, implementation and review of policies and procedures, for continuous improvement.
3. Supporting the Highway Asset Manager in the delivery of the Highway Maintenance or Street Lighting/UTC function.
4. Provide leadership, direction and management to the team to deliver this function and service to the Council and residents of Sefton.
5. Delivery of the departmental strategies and operational procedures including contribution to forward planning and general maintenance of the highway asset through asset management software and mobile working solutions.
6. Manage & deliver the process of inspections for defect identification, works ordering, contract supervision and performance management.
7. Management of Highway insurance claims relevant to the function and out of hours emergency service.
8. Identification, preparation, design & delivery of the annual Highway Maintenance Programmes for highway maintenance or Street Lighting/UTC including taking a leading role in Health & Safety, CDM and financial monitoring of contracts.
9. Manage the procurement exercise for all Term Service Contracts and individual tenders relevant to the function in accordance with contract procedure rules.
10. Management of all relevant Term Service Contracts relevant to the function.
11. Support the Council’s role in the Liverpool City Region Combined Authority, representing the Council on working groups and at meetings. Engage with the LCRCA in the production of capital and revenue funding bids.
12. Provision of technical support and advice and take a leading role in the development and delivery of the Council’s asset management plans.
13. To manage multiple, ongoing, complex projects from initiation through delivery utilising standard project management methodology and other project management software, providing a consistent framework within which project management is performed.
14. Support and cover for the other Team Leader as appropriate.
15. Direction, co-ordination, training and development of employees within the Team.
16. Preparation and analysis of complex technical reports.
17. Prepare committee reports and attend committee, working groups and public meetings as necessary.
18. Advise on and implement the latest standards, legislation and new developments.

**Outputs Required**

1. **Corporate Outputs**

Support the delivery of the ‘One Council’ approach to service delivery and cross departmental collaboration

Promote effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To contribute to Council Priorities

1. **Divisional Outputs**

As a member of the Section Management Team, support the Highway Asset Manager and Head of Service to work with Elected Members to develop the strategic direction and priorities of the Council and secure their implementation.

Assist to deliver the Council’s Transportation & Highway Infrastructure outcomes and objectives

1. **Management/Leadership Outputs**

To directly support the Highway Asset Manager and Service Manager of Transportation & Highway Infrastructure and Highways & Public Protection Service in general

To lead and manage all functions within the Highway Maintenance or street lighting/UTC team service of T&HI.

With members of the Divisional Management Team, ensure that the conditions exist for employees to develop and enhance their skills to enable them to contribute to the achievement of Corporate, Departmental and Divisional objectives.

# Linkages

To deliver the outcomes for your role and for your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include:

* Term Maintenance Contractors
* Customer Communications
* All T&HI Teams
* Emergency Services
* Transport Operators
* Statutory departments and agencies, including Department for Transport, Highways Agency, and Network Rail.
* Members of Parliament and Elected Members
* 3rd Party Land Owners (rights of way / un-adopted areas)
* Statutory Undertakers & Utility Companies
* Finance & ICT
* Human Resources
* Merseyside Local Authorities and LCRCA
* Various Software Suppliers

This does not represent an exhaustive list.

# Organisation Chart

# See attached

# Special Conditions

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car user’s allowance is available. The post holder must hold a current driving licence.

**General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**:Paul Scott

**Designation:** Highways Asset Manager

**Date:** January 2025

**PERSON SPECIFICATION**

**Post:** Team Leader (HM / SL,UTC) **Post No:**  TBC

**Department:** Highways & Public Protection **Division:** Transportation & Highway Infrastructure

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Professional Membership Qualification  Business / Management Qualification  Educated to degree level or higher or significant experience at an appropriate level as an equivalent. | (D)  (D)  (E) | AF/C  AF/C  AF/C |
| **EXPERIENCE**  Experience in the field of Street Lighting & UTC maintenance and associated disciplines.  Experience of leading a multi-disciplinary team both under direct supervision and through partnership working.  Experience of working within a Local Authority environment and presenting to and dealing with Elected Members.  Experience of being accountable for extremely large budgets from an agreed budget or equivalent income. | (E)  (E)  (D)  (E) | AF/I  AF/I  AF/I  AF/I |
| **KNOWLEDGE/SKILLS/APTITUDES**  **Knowledge**  The job requires advanced theoretical, practical and procedural knowledge across the specialist area of highway asset management and maintenance.  The job requires detailed knowledge of the associated organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge. | (E)  (E) | AF/I/T/P  AF/I/ |
| **Skills**  The job requires analytical and judgemental or creative and developmental skills to analyse and interpret very varied and highly complex information or situations and to produce solutions or strategies over the long term. e.g. greater than 1 year.  The job involves exercising very highly developed influencing, counselling, negotiating and persuasive skills, or advocacy, in order to convince others to adopt policies and courses of action they might not otherwise wish to take, and exchanging orally and in writing wide-ranging complex and contentious information with a range of audiences, including non-specialists.  The job involves high direct responsibility for physical resources. The work involves adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent.  The job requires long term planning skills in relation to the procurement and deployment of physical resources and changing the source, nature, level and composition of such resources to meet service requirements, this includes extensive electronic datasets.  The work requires dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills.  The job requires the following leadership abilities:   * Manage change positively and to deliver successful outcomes. * Plan strategically and operationally. * Lead people and performance improvement. * Work corporately within a ‘One Council’ approach as well as collaboratively with partners. * Communicate effectively. * Develop self and others. * Maintain personal resilience. | (E)  (E)  (E)  (E)  (E)  (E) | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Aptitudes**  The job involves working within Council policies. The work involves using wide discretion and initiative over a very broad area of activity, with little access to others. The job is subject to general managerial direction.  The job requires general awareness and sensory attention, with prolonged periods or lengthy periods over a range of different activities, of concentrated mental attention.  The job involves tasks or activities that are undertaken mainly in a sedentary position, and allow for considerable flexibility of movement. There may be limited requirements for standing, walking, bending or stretching; or an occasional need to lift or carry items.  The job involves contacts with, or work for, people, which through their circumstances or behaviour place minimal emotional demands on the jobholder.  Implementing regulations which have a direct impact on the health, safety and wellbeing of people.  The job involves considerable direct responsibility for the supervision, direction, co-ordination or training or development of other employees. | (E)  (E)  (E)  (E)  (E)  (E) | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SPECIAL REQUIREMENTS**  The post holder will be expected to attend meetings outside of normal working hours  The post holder will be required to participate in the emergency plan  The job will involve minimal exposure to disagreeable and unpleasant environmental working conditions. | (E)  (E)  (E) | AF/I  AF/I  AF/I |

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| **Prepared by:** Paul Scott  **Designation:** Highways Asset Manager  **Date:** January 2025 | AF  C  I  T  P | = Application Form  = Certificate  = Interview  = Test  = Presentation |
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