

ROLE DESCRIPTION

Job Title	Structures and Highways Maintenance Programme Lead
Salary Band	41 - 43
Reporting to	Maintenance Delivery Manager
Directorate	Place
Service Area and sub area	Customer and Operations - Operations
Team	Maintenance Delivery
Political Restriction	N/A

<p>1. Primary Purpose of the Post</p> <p>This role is integral to the Maintenance Delivery Team who will act as the Principal Contractor for LCRCA when delivering maintenance and projects across all Structures and Highways assets.</p> <p>This role will be responsible for all Structures and Highways' asset performance by developing and implementing planned maintenance activities and delivering internal investment projects on time and in budget.</p> <p>This role will contribute to strategic asset management and lifecycle of assets across the LCRCA estate.</p> <p>The postholder will line manage a team of engineers and trades, managing their activities and performance. Moreover, this role is the statutory compliance duty holder for Structures and Highways related activities.</p>
<p>2. Key Role Specific Responsibilities</p> <p>Management and Leadership</p> <ul style="list-style-type: none"> • Project management of all S&H Maintenance programme functions. • Develop and standardise specifications for work activities and projects related to Structures and Highways (S&H). • Monitor performance of Structures and Highways assets. • Manage lifecycle of S&H assets, develop replacement schedule to inform capital investment. • Develop, implement and manage method statements and task sheets for all PPM activities. • Line manage a team of engineers, managing performance, IPP's, T&A. • Lead recruitment of engineers and trades for S&H. <p>Contract Management</p> <ul style="list-style-type: none"> • Manage procurement for contracts including writing tenders and evaluations. • Ensure management of contractors delivering maintenance contracts and projects across the estate. <p>Health and Safety</p> <ul style="list-style-type: none"> • Drive continuous improvement of H&S culture



- Duty holder for statutory compliance – Asbestos Management, Fire Safety, Confined Spaces, CD352
- Contribute to H&S risk assessments, method statements and on-site management
- Act as PC for the LCRCA for maintenance and internal project delivery
- Will help manage a Permit to Work system, issue/review/cancel Permits.
- Responsible for H&S file, O&M Manuals
- Identify training for S&H team

Financial Management

- Develop and manage revenue budgets for S&H maintenance activities
- Develop forecasting and cost plans for maintenance and investment programmes.
- Manage spend on external contractors and MTC

Coordination and reporting

- Liaise with senior managers, colleagues and contractors
- Report on projects, finance and performance
- Prepare and submit reports for pipeline schemes related to asset investment programme
- Contribute to and sign off designs for new investment schemes

3. General Corporate Responsibilities

- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority’s commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

4. Recruitment Plan

Competency Based Interview
Assessment

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CRITERIA		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant degree, qualifications and/or significant relevant experience at equivalent level	E	A, I
Nebosh or equivalent H&S qualification	E	A, I
Full UK driving licence	E	KO
Project Management qualification (such as APM)	D	A, I
Statutory Compliance Duty Holder	D	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Developing and delivering maintenance schedules	E	A, I,
Experience of managing multi-disciplined teams	E	A, I,
Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives	E	A, I,
Proven experience and evidence of developing and utilising links with senior and influential stakeholders and partners	E	A, I,
Knowledge of different contracting models and approaches to contract/performance management	D	A, I,
Detailed knowledge of transport operators' business environment	D	A, I,
Experience of working within a political environment including advising and briefing politicians	D	A, I,

Skills, Abilities	E = Essential D = Desirable	Identified By
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice.	E	A, I,
Able to deliver and lead others to prioritise work, working within a fast-paced environment providing a creative approach to problem solving and continuous improvement.	E	A, I,
Strong financial aptitude with an innate ability to assess different options, forecasts and scenario planning –	E	A, I,



understanding the potential opportunities and risks of different approaches.		
Ability to develop and maintain effective working relationships with integrity, credibility and influence with colleagues, officers, and other key stakeholders	E	A, I,
Ability to manage complex workloads with competing demands	E	A, I,
IT skills, use of Microsoft products	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Team player	E	A,I
Flexible attitude to work	E	A,I
'Can Do' attitude	E	A,I
Commitment to further learning	E	A,I

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect and Action Focused.	E	A, I,
Demonstrates the highest levels of professionalism	E	A, I,
A commitment to providing a high-quality customer service and ensuring service standards are met across all areas of responsibility	E	A, I,
Demonstrates a commitment to Equality, Diversity and Inclusion	E	A, I,
Flexible approach to working hours and willingness to work flexibly as and when required	E	A, I,
Ability to attend meetings inside and outside the City Region	E	A, I,

Key to Assessment Methods:

KO – Knockout question	A - Application
I – Interview	