

Appendix B: Assistant Director - Highways and Public Protection: Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications & Professional Memberships		
Degree, professional qualification or equivalent experience in a relevant field (e.g., Civil Engineering, Transportation Planning, Environmental Health, Trading Standards, Public Administration, Regulatory Services).	E	AF/C
Evidence of continuing professional development at senior management level.	E	AF/C
Postgraduate management qualification (e.g., MBA, MPA, ILM Level 7, or equivalent).	D	AF/C
Health & Safety qualification (e.g., NEBOSH General/Construction).	D	AF/C
Membership of relevant professional bodies (ICE, CIHT, IHE, CIEH, CTSI, IOSH).	D	AF/C
Experience		
Proven senior leadership of large, multi-disciplinary services within local government or a comparable regulated environment.	E	AF/I
Significant experience in at least two of the following domains, with strong understanding across all: <ul style="list-style-type: none"> • Highways maintenance and asset management (including street lighting). • Strategic transportation planning, funding and delivery of capital programmes. • Environmental health, public health protection and regulatory enforcement. • Trading standards investigations and compliance. • Licensing policy, operations and enforcement. • Parking strategy, operations and enforcement. 	E	AF/I

Track record of delivering complex capital and revenue programmes on time, on budget, and to quality standards.	E	AF/I
Strong financial management of multi-million budgets; commissioning, procurement and contract management of major frameworks/term contracts.	E	AF/I
Managing high profile incidents, political interfaces, and sensitive communications.	E	AF/I
Leading organisational change, digital/service redesign, and continuous improvement with measurable performance gains.	E	AF/I
Building productive partnerships at Local and Regional levels with agencies, communities and the private sector and securing successful external funding bids.	E	AF/I
Experience working with the DfT, National Highways and Sub-national Transport Bodies.	D	AF/I
Delivery of Net Zero, active travel or place-based regeneration programmes.	D	AF/I
Experience implementing ISO/quality management systems or accreditation (e.g., ISO 9001/14001, Considerate Constructors, ROSPA).	D	AF/I
Knowledge and Skills		
In depth knowledge of the relevant legislative and regulatory frameworks (e.g., Highways Act, Traffic Management Act, Road Traffic Regulation Act, New Roads and Street Works Act, Environmental Protection Act, Food Safety Act, Licensing Act, Consumer Protection legislation).	E	AF/I
Strong grasp of asset management principles, lifecycle costing, risk and resilience.	E	AF/I
Excellent political awareness and ability to operate effectively in a democratic environment.	E	AF/I
Advanced commercial, commissioning and contract management skills and performance frameworks.	E	AF/I

Data informed decision making; ability to set KPIs, interpret performance information and drive improvement.	E	AF/I
Outstanding leadership, people management, negotiation and stakeholder engagement skills.	E	AF/I
High level of written and verbal communication, including report writing for Cabinet/Committees and public consultation materials.	E	AF/I
Understanding of smart mobility, ITS, ANPR, and digital platforms for network and regulatory services.	D	AF/I
Knowledge of climate adaptation, low carbon materials, and energy efficient street lighting technologies.	D	AF/I
Behaviours and Attributes		
Values driven, inclusive leadership that model integrity, accountability and respect.	E	AF/I
Customer focused with a strong community and place-based ethos.	E	AF/I
Strategic thinker with the ability to translate vision into deliverable plans.	E	AF/I
Resilient, calm under pressure, and adept at managing risk and ambiguity.	E	AF/I
Collaborative, empowering and committed to staff development and wellbeing.	E	AF/I
Commitment to equality, diversity and anti-discriminatory practice.	E	AF/I

Assessment Methods

- Application Form
- Interview
- Certificates (where applicable)
- Additional assessment methods may be used where appropriate (e.g., presentation, micro-teaching, or task)

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Designation: Executive Director - Operations and Partnerships

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