



## Job Description

<b>Job Title</b>	Head of Highways Management
<b>Directorate</b>	Neighbourhoods & Housing
<b>Service Area</b>	Transport & Highways
<b>Grade</b>	Grade 14
<b>Competency Level</b>	3
<b>Salary</b>	£77,697 - £81,673
<b>Job Type</b>	Hybrid
<b>Location</b>	Liverpool (Citywide)
<b>Disclosure and barring service (DBS)</b>	n/a
<b>Job Evaluation Ref No</b>	
<b>Job Number</b>	B01

## Job Purpose

To lead and manage highway maintenance, development, inspection and enforcement; asset management, street lighting, structures, drainage and policy development and implementation.

### Directly Responsible For:

Asset Manager and Highway Maintenance Manager.



## Directly Responsible To:

Director Sustainable Transport, Highways & Parking

## Main Areas of Responsibility:

- To ensure the efficient and effective maintenance and management of the City's highways network.
- Continue building relationships and raising the profile of the core highways service, with other key stakeholders both internally and externally, to ensure clear lines of communication and collaborative working.
- To lead and manage the functions needed for the maintenance and management of the highway network and its related assets and infrastructure, involving promoting and supporting transport related safety issues and healthy lifestyles.
- To ensure that the Council's statutory responsibilities are met in all areas of Highways for which the post holder is responsible.
- To effectively manage the allocated Highways budgets within the Council's scheme of delegation of financial responsibility.
- To oversee the service in such a way as to protect its financial and operational viability by maintaining current resource levels and securing additional business to maximise income generation.
- To lead on the identification of new funding streams, and business case development, working closely and building on existing relations with the LCR (Liverpool City Region) Combined Authority.
- To manage the development and delivery of all highway's services, ensuring that the specifications and costs are contained within available budget and that within those parameters, they best meet the collective needs of service users.
- To ensure the effective management of the City's Highways Maintenance and Planned Works Frameworks (or their replacement contracts), ensuring that they are managed and monitored appropriately.



- Provide strong performance management of the Highways service by developing service planning, robust financial and budget management, performance measures and KPIs (Key Performance Indicators), ensuring that continuous improvement, value for money and best value are delivered.
- To represent the Council at both regional and national meetings, initiating and developing strong working relationships and maintaining effective networks in order to seek out new ideas and innovations to improve service delivery.
- Manage, control and report on overall performance of the Transport and Highways division to senior officers and Elected Members. Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Provide strong performance management of the Transport and Highways division by owning and developing service planning, robust financial and budget management and performance measurement ensuring that continuous improvement, value for money and best value are delivered.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Initiate and develop strong working relationships, both internally and externally, and maintain effective networks in order to seek out new ideas and innovations to improve service delivery.
- Visibly promote and demonstrate a strong commitment to equality in all areas of the service and wider business.
- Own, live and demonstrate the vision, core values and ethos of the Council and ensure they are translated into clear objectives and initiatives.
- Encourage a continuous improvement environment to develop an outstanding service.
- Be responsible for the effective management of all HR policy and procedures, including disciplinary, welfare and attendance processes.
- Actively promote best practice to ensure consistency, fairness and transparency at all times.



- Deal with conflicting demands to establish corporate priorities.
- Build and maintain effective networks in order to seek out new ideas and innovations to improve service delivery.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.

### • **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Manages performance and behavioural issues effectively.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets

### **Budget and Financial Responsibility:**

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Being responsible for ensuring that there is a culture of value for money and compliance with standing orders and financial regulations across the service.



- Bringing to the timely attention of the Strategic Director and/or the Corporate Management any material issues that might impact on the future financial performance or financial management arrangements of the Council.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Maintaining up to date financial records on the Corporate Finance System.
- Review and challenge business cases to ensure commercial contracts entered to provide value for money. Support the service to review current contractual costs and providing financial advice to ensure value for money.

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

### **Physical Demands of the Job:**

- Will be required to work in adverse weather conditions on occasions to support staff and in response to incidents.

### **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 3.

The competency framework can be found here

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



# Personal Specification

**Assessment methods used:** I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A relevant Civil Engineering qualification. (A)
- Evidence of continuous professional development related to one or more aspects of physical regeneration and development, which reflects commitment to effective management in a large organisation. (A/I)

### Desirable

- Be registered with Engineering Council and be an active member of a professional body.

## Experience

### Essential

- Experience of working in a diverse and developing environment where you have been instrumental in managing change successfully. (A/I)
- Experience of presenting relevant issues to senior managers and associated member bodies. (A/I)
- Experience of leading and motivating staff in a demanding environment. (A/I)
- Evidence of success in delivering services within tight budget constraints and with limited resources. (A/I)



## Desirable

- Extensive experience at a senior level in a complex and demanding Transportation and Highways environment.
- Experience in managing a multi-disciplinary team to deliver a first-class Transportation and Highways service.
- Development and implementation of policies, practices and procedures in line with current government legislation, local priorities and national best practice.

## Skills/Abilities

### Essential

- A comprehensive understanding of and the ability to apply, all professional standards, legislation, guidance and codes relevant to physical regeneration and development. (A/I)
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences reflecting political sensitivities where appropriate. (A/I)
- Proven technical and professional skills in relation to Highways management and maintenance. (A/I)

### Desirable

- Ability to influence and negotiate at all levels within the organisation and with external agencies or partners.
- IT literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- Good judgement and the ability to anticipate and plan for future developments.





## Commitment

### Essential

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

## Other

### Essential

- Able to attend evening Committee, public and other work-related meetings.

### Desirable

Produced by: Stephen Rimmer

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