



## Job Description

<b>Job Title</b>	Road Space Operations – Team Leader
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Transport & Highways
<b>Grade</b>	Grade 10
<b>Competency Level</b>	2
<b>Salary</b>	£51,576 - £56,951
<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>	

## Job Purpose

To ensure the council's immediate and long-term exposure to technical, operational and financial risk is both minimised and sustainable, by comprehensive assessment of design proposals, monitoring subsequent construction and installation of the most up to date technology, testing and commissioning of traffic signals in the city. Also, to manage the supervision and monitoring of contracts in accordance with statutory and legislative codes that is aligned with the council's quality, technical and functional standards and specifications.



## Directly Responsible For:

Principal Road Space Operations Engineer  
Senior Road Space Impact Assessment Engineer

## Directly Responsible To:

Head of Road Safety & Traffic Management

## Main Areas of Responsibility:

- Lead and manage the team providing strategic direction on the operation of traffic signals in the city in line with Mayoral priorities and Council policies/requirements
- Lead the team on the management of the Council's investment programme for network management to ensure compliance with requirements of the Traffic Management Act 2004.
- Lead the management and regulation of all aspects of design and operation of the City's traffic signals systems
- Management of the annual revenue budget for the service to ensure programmes are delivered on time and to budget.
- Direction, co-ordination, training and development of employees within the team.
- Preparation of technical and committee reports including attending committees, working groups and public meetings if necessary
- Prepare and implement strategies, policies and practices in line with the requirements of the Traffic Management Act 2004. This will include the identification, management and ongoing monitoring of service KPI's.
- Manage a first line response service for the maintenance of city's UTC system and rising bollards.
- Preparation of new and management of existing relevant Service and Capital contracts.
- Provide and manage all aspects of the Road Space Operations (Urban Traffic Control) service.



- Manage customer enquiries and complaints as required
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## 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.
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements.
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks.
- Maintaining up to date financial records on the Corporate Finance System.
- 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.



- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council.

## 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:

The role requires working;

- in adverse weather conditions
- during 'Out of Hours'
- using own or organisation motor vehicle (car or van)
- by manual handling cones, measuring wheels and/or paint spray.

## 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 2.

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

- Degree in Engineering and / or significant experience in the design, modelling, installation, commissioning and management of the operations of traffic signal controls in a city.
- Experience in the procurement, management and delivery of highway improvement, ITS and/or other engineering projects (A/I)
- Professionally Qualified to Incorporated Engineer (I. Eng.) or equivalent (A/I)

### Desirable

- Occupational qualification in Management/Leadership

## Experience

### Essential

- Extensive experience in the preparation of contract documentation, contract administration and the financial control of civil engineering and/or ITS projects (A/I)
- Experience of commissioning, briefing and monitoring external consultants and service providers (A/I)
- Experience of managing a team (A/I)



## Desirable

- Experience in the management of term contracts

## Skills/Abilities

### Essential

- Detailed knowledge of Local Government Regulations and Procedures (A/I)
- Detailed knowledge of the Construction (Design and Management) Regulations (A/I)
- Competent to discharge the duties of Principal Designer under the CDM regulations (A/I)
- Ability to lead a team by motivating, managing and developing line managed staff (A/I)
- Excellent presentational, verbal and written communication skills, with the ability to relate well to colleagues, elected members and project stakeholders (A/I)

### Desirable

- An understanding of the NEC suite of construction contracts
- Knowledge of strategic and micro-simulation traffic modelling
- Ability to use a variety of specialist software packages and web-based applications relevant to Intelligent Transport Systems
- Working knowledge of computer based financial management and budget monitoring software



## Commitment

### Essential

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

### Desirable

- Ability to recognise and develop opportunities for service improvements

## Other

### Essential

- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies
- Ability to work occasional evenings and weekends to attend Council or stakeholder meetings
- Ability to travel extensively throughout the district
- Committed to continuing professional development

### Desirable