

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Head of Strategic Transport & Highways	Grade:	JNC4
Reports to (Designation):	Director of Public Realm	Grade:	JNC2
Directorate:	Housing, Regeneration & Public Realm	Division:	Public Realm

Main purpose of the job:

To provide strategic leadership, direction, management and control in the delivery of the Council's Strategic Transport & Highways service, within a performance, risk management and value for money framework. These include:

<ul style="list-style-type: none"> • Strategic Lead for Transport • Strategic liaison with TfL and Government bodies • Transport Policy and Strategy • Capital Projects prioritisation and resource planning • Development Management • Road Safety • Cycling, Walking and School Travel Planning • LIP Management and submission • Traffic Light Liaison with TfL • Conclude and managing detail of S278 agreements • Framework Contract Management • Delivery of transport programmes • Accident / Collision Hotspot analysis • Safety Audits • Strategic Transport data collection and analysis • Developer Liaison pre-planning and planning to deliver best public realm outcomes • Transport Bidding • Traffic reduction schemes • Pedestrian crossings • 	<ul style="list-style-type: none"> • Highways Maintenance and Engineering • Highways Asset Management & Inspection • Highways Network Management and customer interaction • Statutory Compliance and Operational Risk including Road Safety • Flood Risk Investigations, drainage and Operations. • Gulley Cleansing • Structures & Bridges • Winter maintenance and network resilience • Highways client and contract services • Professional and Technical Interfaces (with other stakeholders) • Management of Streetworks and Permitting • Highway Enforcement • Road closure processing • Processing license applications for highway activities • Street Lighting PFI Management • Accident Claim Management • Highways Inspections • Review ad hoc minor transport
---	---

	<p>restrictions (input to perm traffic orders e.g. Waiting & Loading, parking reviews)</p> <ul style="list-style-type: none"> • Construction Design Mgt (CDM) Monitoring and Health and Safety
--	---

To be accountable to the Director, operating in a collaborative management environment, to provide expert advice in relation to all strategic Transport and Highways issues across the borough.

To take the lead in the planning and strategic development and review of the Council's Transport and Highways policies and plans that support the delivery of the Council's Corporate objectives.

Lead, on behalf of the Council, the proposed Bakerloo Line Extension (BLE) programme, advising Members and the Senior leadership Team on all matters relating to the programme

Lead on effective consultation with all those having an interest in relevant schemes including residents, other directorates, and elected Members. Deal with all necessary correspondence and enquiries.

Contribute to the overall corporate leadership and management of the organisation and the modern delivery and improved performance of services.

Lead on a borough-wide review to actively influence and support transport and highways policies, this will include a review of design and materials.

Lead on the consolidation of the Highways network which is valued more than £3B. To include the management of technical risks and ensure the discharge of the Council's statutory duties as regards Highways Authority and statutory compliance.

As a Lewisham Manager you will:

1. Be responsible for professional advice and support in service area to deliver in partnership with others the council's vision, values and ways of working.
2. Take overall responsibility for the planning and management of services, ensuring community and customer needs are identified and met.
3. Ensure the delivery of identified service objectives and continuous improvement of service targets.
4. Achieve results through the effective management and development of people.
5. Ensure the effective deployment of financial resources and compliance with statutory professional and organisational frameworks.

As the Head of Strategic Transport & Highways you will:

To provide corporate advice on strategic Transport related matters, represent the Council on cross Borough and London-wide transport groups and initiatives including being the key point of liaison with Transport for London (including production of the Borough's Local Implementation Plan).

To manage the highway network by developing, introducing and maintaining policies and standards that support with the delivery of the Council's strategic objectives.

To brief and engage consultants, contractors, specialists and suppliers to ensure services are effectively and compliantly commissioned and delivered. Provide, advice, support and leadership to these activities in support of business activities, ensuring that objectives are achieved.

Take ultimate responsibility for the management, direction and control of both directly employed staff, consultants and other service providers in the delivery of the service, establishing and negotiating options and solutions and resolving conflict.

To ensure effective design and delivery of routine work and capital work programmes including effective contract management of service providers.

To develop, maintain and implement the Council's Highway Asset management plan; to develop appropriate highway investment programmes that will utilise available resources to maximise efficiency, address issues through customer feedback and maintain a safe and high quality network for the borough.

To perform the statutory role of Traffic Manager on behalf of the Council and manage the Council's network management duties under the Traffic Management Act 2004.

Represent the Council at a senior level both internally and with external agencies creating opportunities to enhance the Council's image, partnerships and services.

To provide senior managerial leadership with the Director of Public Realm to lead and manage and contribute to effective business planning and performance monitoring to drive continuous improvement, achieve excellent practice, ensure a performance focus and joined up strategic development of and delivery of place-making across the division.

Advise and work with senior colleagues and partners within other public sector organisations to ensure the review, development and delivery of the Council's strategic transport Policies and Plans.

To act as the expert advisor to the Mayor and Cabinet, Executive Director and Director regarding all strategic and operational matters related to the performance of the authorities Highways assets.

Ensure that the aims and objectives set out in the policies and plans are established to deliver beneficial outcomes in support of corporate objectives.

To ensure that all Highways assets are properly maintained, meet Health & Safety regulations, sustainability and energy consumption requirements and targets.

Ensure all tenders for work and associated appointment of developers, contractors, consultants, and advisory services are in line with the Council's Standing Orders and Financial Regulations and comply with health & safety and equal opportunities requirements.

Deliver effective monitoring of service providers to ensure that contracts and associated services are delivered on time and within budget and monitored via the councils' performance and finance systems.

- Revenue, capital, and street lighting PFI budgets circa £20m per annum.
- Staff and consultancy budgets circa £1m p.a.
- S278, S38 and S106 budgets on an annual ad-hoc basis.

To ensure that a risk management culture is embedded across the service which enables staff to understand and apply sound commercial and financial principles to drive innovation and continuous improvement.

To ensure a responsive out of hours service, including winter maintenance and highway emergencies, which includes situations such as flooding; significant disruptive snow fall, and major events which occur within the public highway which have an impact on travel within the borough and surrounding network.

To ensure that a risk management culture is embedded across the service which enables staff to understand and apply sound commercial and financial principles to drive innovation and continuous improvement.

To ensure a responsive out of hours service, including winter maintenance and highway emergencies, which includes situations such as flooding; significant disruptive snow fall, and major events which occur within the public highway which have an impact on travel within the borough and surrounding network.

Internal Contacts: These include Chief Officers, Elected members, senior staff within other Directorates, members of the key governance boards and working groups.

External Contacts: These may include Chief Executives and Chief Officers/ senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, London Councils and the Transport and Environment Committee, Transport for London, Trade Union officials, members of the public, local businesses, local interest groups and voluntary sector organisations, strategic partners and stakeholders.

Private Sector: Chief Executives and senior staff of private sector organisations, consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors, and suppliers.

Management will include direct and indirect management of up to 25 employees together with external consultants/contractors.

To ensure effective community engagement and customer interaction in defining service priorities

Work with local business and partners, collaborating and developing partnerships with key local, regional and national bodies to drive the achievement of strategic objectives relating to transport.

To take responsibility for leading the Council's work on the BLE, identifying, maximising and driving the benefits to Lewisham.

To work collaboratively with TfL to ensure the BLE proposals are developed with a view to maximising the benefits for Lewisham.

To lead the Council's responses to TfL's consultations and work collaboratively with the GLA, TfL, Southwark and others to ensure a co-ordinated policy position.

Represent the Council at a senior level both internally and with external agencies creating opportunities to enhance the Council's image, partnerships and services. Attend Council meetings as necessary.

To act as the advisor to the Mayor and Cabinet, Executive Director and Director regarding all strategic transport matters.

The strategic nature of the role demands close working with senior officers across the Council to secure coherence in future planning, direction and delivery thereby aligning the development of all assets with local regeneration objectives, life-long learning and other agendas.

Ensure all tenders for work and associated appointment of developers, contractors, consultants, and advisory services are in line with the Council's Standing Orders and Financial Regulations and comply with health & safety and equal opportunities requirements.

Ensure that staff are aware of the Council's Financial Regulations, Standing Orders and Project Management Standards and that they work within these.

Develop, direct and manage a process of performance management, including agreed KPI's for the services provided by the group ensuring staff are managed within the Council's Performance Evaluation Scheme and that financial and performance targets are identified monitored and managed.

Deliver effective monitoring of service providers to ensure that contracts and associated services are delivered on time and within budget and monitored via the councils' performance and finance systems.

Ensure all tenders for work and associated appointment of developers, contractors, consultants, and advisory services are in line with the Council's Standing Orders and Financial Regulations and comply with health & safety and equal opportunities requirements.

To be accountable for the financial performance of the service areas through the control of resources. Ensure that staff are aware of the Council's Financial Regulations and Project Management Standards and that they work within these.

To be responsible for the effective management, planning and monitoring of large and complex budgets associated with all Strategic Transport functions including:

- **Revenue, capital and street lighting PFI budgets circa £20m per annum.**
- **Staff and consultancy budgets circa £2m p.a.**
- **S278, S38 and S106 budgets on an annual ad-hoc basis.**

To have extensive knowledge of local authority budgetary arrangements, accounting systems and financial management. Knowledge and practical application of procurement procedures and tender evaluation techniques. Significant experience of managing complex budgets and delivering challenging savings targets in a public sector environment.

Work as a member of the Division's Management team.

Lead on effective consultation with all those having an interest in relevant schemes including residents, other directorates and elected Members. Deal with all necessary correspondence and enquiries.

Treat all information acquired through employment, both formally and informally, in strict confidence.

Internal Contacts: These include Chief Officers, Elected Members, senior staff within other Directorates, members of the key governance boards and working groups.

External Contacts: These may include Chief Executives and Chief Officers/ senior staff of local authorities and other public sector organisations (e.g. GLA), senior central government staff, MP's, Trade Union officials, members of the public, local businesses, local interest groups and voluntary sector organisations, strategic partners and stakeholders.

Private Sector: Chief Executives and senior staff of private sector organisations, consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers.

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Designation:	Head of Strategic Transport & Highways	Grade:	JNC4
Reports to (Designation):	Director of Public Realm	Grade:	JNC2
Directorate:	Housing, Regeneration & Public Realm	Division:	Public Realm

S: criteria for shortlisting

Knowledge and Experience	A demonstrable track record of managing a highways service in a London Local Authority and a knowledge of the interrelationship between London Boroughs and Transport for London	S
	Extensive knowledge of transport and highways processes and asset management	S
	A successful track record of leading and managing complex and rigorous organisational change and driving through new ways of working in a large, complex organisation as a senior manager.	S
	Excellent understanding of the issues facing the management of a public sector organisation in the current climate.	S
	Extensive knowledge of local authority budgetary arrangements, accounting systems and financial management.	S
	Significant experience of managing complex budgets and delivering challenging savings targets in a public sector environment.	S
	Knowledge and practical application of procurement procedures and tender evaluation techniques.	S
	A knowledge and understanding of the requirements of the Highways Act, Traffic Management Act and associated legislation.	S
	Commercial awareness with a successful track record of managing large, complex contracts in a transport environment.	S
	Experience of managing contractors and consultants	S
	Evidence of having delivered effective performance measures and a performance culture that achieves objectives and drives up performance standards.	S
	Experience of developing and managing strategic partnerships and delivery vehicles that are focused on outcomes rather than process and that have made a demonstrable difference to the meeting of corporate objectives.	S
	Comprehensive knowledge of the environmental and regeneration issues facing the borough.	S
Excellent understanding of the political interface in a local authority	S	

	<p>and the role and needs of elected members.</p> <p>Experience of formulating, developing and implementing highways strategies and programmes and working in partnership with other organisations.</p>	
Qualifications	<p>Educated to degree level or equivalent with evidence of continuous professional or managerial development.</p> <p>To hold corporate membership of either a highways and transport related professional body, and/or relevant experience</p>	<p>S</p> <p>S</p>
Behaviours, Skills and Abilities	<p>Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.</p> <p>Able to understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.</p> <p>Excellent communication skills – written, presentational, in negotiations and in conversational.</p> <p>Strong leadership skills, including the ability to both lead and support while maintaining high levels of accountability throughout the organisation.</p> <p>A confident, commercially focused, strategic thinker, able to create innovative solutions and engage with and influence others.</p> <ul style="list-style-type: none"> • Ambitious, driven and energetic. • Visible, approachable and accessible. • Resilient, determined and confident. • Outward Facing <p>High levels of political sensitivity and integrity, recognising both formal and informal political scenarios within an organization..</p> <p>Able to establish effective and productive working relationships with elected Members and other key stakeholders.</p> <p>Be ICT literate to a good professional level.</p>	
Personal Qualities	<p>A strong and highly motivated leader and team player with energy and credibility who commands the confidence of Members, senior managers, staff, business partners and stakeholders.</p> <p>Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect.</p> <p>Evidence of commitment to professional development.</p>	