

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Head of Highways & Transport	Grade:	SMG3
Reports to (Designation):	Director of Regeneration	Grade:	JNC
Directorate:	Housing, Regeneration & Environment	Division:	Regeneration

Main purpose of the job:

To act as the Council's expert and provide strategic leadership, direction, management and control in the delivery of the Council's highways and transport functions to include:

- Planning and Development including the Transport Asset Management Plan and associated Highway Strategies, Policies and Plans.
- Statutory Compliance and Operational Risk.
- Planned, Routine and Re-active Maintenance and Lifecycle Planning.
- Flood Risk Strategy, Investigations and Operations.
- Highways and Transport Contract Management and Commissioning.
- Traffic Manager.
- Professional and Technical Interfaces (with other stakeholders)
- Relationship management, e.g. TfL

To provide corporate advice on all Highways and Transport related operational matters that support the Council's Regeneration, Place, Asset Management and Sustainability strategies covering London-wide and cross - borough proposals.

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

To lead and direct investment on the Highways and Transport network to ensure that corporate objectives are met and Lewisham becomes a leading inner-London area with a sustainable asset base, deployed most effectively.

Lead on the consolidation of the Highways and Transport network which is valued in excess of £3B. To include the management of technical risks and ensure 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 councils 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 Highways & Transport you will:

Advise and work with senior colleagues and partners within other public sector organisations to ensure the delivery and review of the Council's Asset Management Strategies, Policies and Plans for Highways and Transport so that:-

- The Highways and Transport Asset Management aligns with Regeneration & Place Strategies.
- Aims and objectives set out in the Plans are established to deliver beneficial outcomes in support of Corporate objectives.

Works and services are monitored and enforced in compliance with legislation, regulations and approved codes of practices.

- Systems and processes are in place to provide a strategic overview (and detail where necessary) for all aspects of the operational delivery. This to include the updating and monitoring of risks and to ensure that works and services are delivered within programme and budget.
- Direct, manage and deliver effective Flood and Water Management responsibilities.

Lead on the commissioning, procurement and management of external support for the delivery of all Highways and Transport asset management services and activities, including contracts, partnerships, joint ventures and other delivery vehicles as required.

Oversee the management of the Council's contracts and contractors, as appointed with regards to Highways and Transport, ensuring compliance with specification and good contract management.

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

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 Principal advisor to the Mayor and Cabinet, Executive Director and Director regarding all strategic and operational matters related to the performance of the authorities Highways and Transport assets.

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 H&S 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.

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

Actively pursue improved approaches to defining, designing and implementing schemes and maintenance activity set out in statute.

Establish procedures to identify Highways surplus to requirements in accordance with corporate policy.

To be responsible for the effective management, planning and monitoring of large and complex budgets associated with all Highways and 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.

Act as the Division's lead officer on the physical Health and Safety issues.

Manage the Council's Highways Emergency response and recovery.

Lead at a strategic level on the Council's Winter Maintenance strategy working closely with the Highways Manager.

Lead on flood risk management in relation to highways working closely with the Climate Resilience manager.

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.

To be a named member of the Emergency Planning Team and to ensure that services the post holder is responsible for have appropriate Business Continuity Plans and Emergency Planning Response procedures.

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 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 60 full and part time employees together with external consultants/contractors.

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PERSON SPECIFICATION

S: criteria for shortlisting

<p>Knowledge and Experience</p>	<p>A demonstrable track record of managing a highways and transport service in a London local Authority and a knowledge of the interrelationship between London Boroughs and Transport for London</p> <p>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. Excellent understanding of the issues facing the management of a public sector organisation in the current climate. Experience of strategic budget management, monitoring and control. A knowledge and understanding of the requirements of the Traffic Management Act and associated legislation as well as Highways Asset Management.</p> <p>Commercial awareness with a successful track record of managing large, complex contracts in a transport environment</p> <p>Experience of managing contractors and consultants</p> <p>Evidence of having delivered effective performance measures and a performance culture that achieves objectives and drives up performance standards.</p> <p>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.</p> <p>Comprehensive knowledge of the environmental and regeneration issues facing the borough.</p> <p>Excellent understanding of the political interface in a local authority and the role and needs of elected members.</p> <p>Experience of formulating, developing and implementing transport strategies and programmes and working in partnership with other organisations</p>	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>
<p>Qualifications</p>	<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>
<p>Behaviours, Skills and Abilities</p>	<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 organisation.</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>	
<p>Personal Qualities</p>	<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>	