

Post Specification

Post Specification - Key Information

- **Post Title: Lead Highways Network Manager**
- **Date: October 2023**
- **Post Group Number: PG8023**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS18i**
- **Final Grade: Grade 18**

To be read in conjunction with the job family role profile.

Service Area Description

The Service is responsible for managing and delivering Westmorland and Furness Council's duties for Highways and Transport Services.

Purpose of this Post

To be the lead manager for Highways Network Management across all Locality Boards and working groups across the areas, been responsible for the delivery of the highways maintenance functions and the delivery local highways priorities. To have leadership and management responsibility for a team of Highway Network Managers covering a wide range of statutory highway functions and asset improvement.

To coordinate other area based functions such as traffic management, development management and programme management. Ensure that staff engage and work with the whole organisation, encouraging a 'one team' work and performance culture, whilst delivering an effective and efficient highways services

Key Job Specific Accountabilities

1. Manage and lead the service to ensure excellent delivery of highways services across all local committee area, by ensuring the coordination of all area based services to deliver the aims and objectives of the group's service plan. This will include the production of development plans, performance management, training needs analysis and training delivery, and the management of allocated budgets.
2. Provide professional and technical advice concerning complex Highways issues and respond on behalf to the Council (including Members) to external partner agencies. Advise the council on new legislation, guidance and policies, develop and organise their implementation. Undertake audit evaluations of scheme and projects prepared within and on behalf of the Highways service to confirm compliance with business and quality standards.
3. Development of policies procedures and strategies that will enhance the delivery and efficiency of the service, and to lead the planning, implementation and review of budgets, operations, projects, campaigns and other activities to meet the service plan requirements
4. Represent all area based services and provide advice at local committee, manage relationships between service delivery and local committee. The production all Local Committee reports, attendance at meetings and monitor relationships with members, parishes and the public in relation to the work of the Highways service in the locality.
5. To lead and manage the service to ensure that all operational activities are met in line with operational plans, legislation and best practice guidance. Ensure that the use of external

contractors is closely managed to ensure compliance with procurement and that they operate in a safe and professional manner, thus discharging the council's responsibility.

6. Act as an 'expert witness' on behalf of the Council in respect of Highways improvement and maintenance activities within the respective local area and maintain an up to date knowledge of relevant legislation, regulation, national guidance, standards, and industry practice
7. Communication and media duties for responsible service area.

Key Facts and Figures of the Post

- **Budget Responsibilities:**

Responsible for Capital & Revenue budgets

- **Staff Management Responsibilities:**

Line Management responsibility

- **Other:** (Any other relevant facts and figures)

Essential Criteria

- **Qualifications:**

A relevant degree or NVQ Level 5 in appropriate discipline or equivalent and Membership of appropriate professional body

- **Knowledge:** (Essential knowledge required for the post)

Substantial senior level experience in a Highways management discipline. Ideally within a highways or wider civil engineering discipline.

- **Experience:** (Essential experience required for the post)

Substantial experience of taking a leadership role in managing multi-disciplinary teams including Highways and Transportation service areas including High level financial management experience and working with financial management systems.

Substantial experience of managing complex issues, programmes and contracts including change management and the implementation of innovation in service delivery.

Substantial experience of working with partners and external agencies in the delivery of outcomes.

- **Expertise:** (Essential expertise required for the post)

Substantial experience of county council Highways Functions

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** (Description of any emotional demands of the job)

Minimal

- **Physical Demands:** (Description of any physical demands of the job)

Minimal

- **Working Conditions:** (Description of any working conditions)

Minimal

- **Other Factors:** (Any other relevant factors)

Other Factors:

To model and display the corporate standards of behaviour

Ability to travel throughout Cumbria

To take part in stand by and support the decision making process associated with winter and general out of hours.