

Post Specification

Post Specification - Key Information

- **Post Title: Lead Highways Operations Manager**
- **Date: October 2023**
- **Post Group Number: PG8024**
- **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 lead the delivery of the Highways Operations Team and to drive the service transformation and associated improvement. To lead in the planning, organising and control the delivery of several multi-professional services to meet the objectives of agreed business plans in an effective and efficient manner as part of the Senior Management Team.

Key Job Specific Accountabilities

- To lead in the Council's multi-disciplinary Highway Operations Teams to programme and deliver the council's agreed programmes of highway maintenance as part of the Highway Strategy.
- To develop the formulation of short term, longer-term plans and support the annual business plans and budgets process for the Highways Operations service.
- Providing on behalf of the Council, expert professional advice on major issues in respect of all the services controlled. To develop and implement relevant Highways and Transport strategy for the Council and determine compliance of Council policy and regulatory frameworks on situations with major implications and enforce decisions.
- Providing guidance to Senior Manager, Members and other officers on the interpretation and application of policies, operating principles, technical principles and regulations/legislation relative to area of responsibility including producing reports, presentations and briefings as required.
- On request, 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.
- Oversee all key programmes of work and activity within the relevant service area ensuring projects are delivered on time, on budget and to the agreed standard.
- Provide reports as and when required.
- 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 an operational management discipline. Ideally within a highways or wider civil engineering discipline.

Political processes and structures of the Council and its key partners in a rapidly changing environment.

A comprehensive knowledge of highways and transportation issues and services including Asset management, project, programme and risk management, Performance management and Contract / Partnership management.

- **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)

Political awareness and sensitivity and the ability to communicate and influence effectively with elected members, partners, senior management and staff at a strategic level.

Highly developed communication skills with the ability to communicate effectively at all levels. It is essential that the post holder can communicate complex and often challenging issues clearly to colleagues right across the organisation

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)

Normal

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

No additional demands

- **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.