

Post Specification

Post Specification - Key Information

- **Post Title: Local Area Network Manager**
- **Date: June 2025**
- **Post Group Number: PG 7038**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS17**
- **Final Grade: 17**

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 manager for Highways Network Management across a specific Local Committee area, been responsible for the delivery of the highway maintenance functions and the delivery local highways priorities. To have leadership and management responsibility for a team of Highway staff 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

- Manage and lead the service to ensure excellent delivery of highways services across the specified 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.
- 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.
- 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.
- 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.
- 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.

- 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.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Day to Day management of Budgets
- **Staff Management Responsibilities:** Responsibility for service, direct line management of staff
- **Other:** Support and help other managers in the group

Essential Criteria

- **Qualifications:** A relevant degree or NVQ Level 5 in appropriate discipline, and Membership of appropriate professional body.
- **Knowledge:** Substantial experience of Local Authority Highways Functions
- **Experience:** At least 3 years of managing and leadership in Highways
- **Expertise:** Experience of delivering and managing a variety of Highways Maintenance functions

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Minimal
- **Working Conditions:** Minimal
- **Other Factors:** None

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 adverse weather and general out of hours.