

Post Specification

Date	October 2023
PG Number	5841
Post Title	Highways Area Steward
Job Family	Operations
Job Family Role Profile	OP10
Final Grade	Grade 11 (inc JWC's)

To be read in conjunction with the job family role profile

Service Area description	
Highways Operations	
Purpose of this post	
To supervise multiple teams delivering highways maintenance and construction type work to given standards. The tasks will involve minor highway construction, carriageway and footway patching, reactive maintenance and drainage works. To ensure that all work activities are carried out with focus on performance, safety and quality. To provide a point of contact for Parish and County Councillors and to respond to service request from highway users.	
Key job specific accountabilities	
1. Planning and organising the work of the teams in accordance with programme requirements. 2. Assist the highway network engineers in determining work programs. 3. Monitoring and controlling the team's work to established standards, specification and budget. 4. Identifying, requesting and organising the given resources to carry out the work programme effectively. 5. Maintaining and submitting relevant records as defined by Cumbria County Council procedures. 6. Responsible for implementing human resources procedures, including discipline, performance management and appraisals. 7. Be willing to take part in the winter maintenance function or other out of hour's functions. 8. Ordering the correct plant, equipment and materials for the programmed works. 9. To carry out surveys and produce data for input into the appropriate asset management register. 10. Carry out appropriate risk assessments and auditing the work to ensure compliance with health and safety procedures. 11. Determining the data/actions required to assess and resolve highway related problems. 12. Financial management awareness to prepare work programmes and control expenditure. 13. Providing advice on the application of legislation, regulation, policy and principals to both internal and external customers of the council. 14. Assist in other duties, which may reasonably be expected within the role. 15. Compiling and delivering reports and information on work related issues and work programs. 16. Deal with enquires and complaints in accordance with established protocol and produce letters and reports as required. 17. Liaise with stakeholders and other parties both external and internal to the council.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget	• None
Responsibilities	

Staff Management Responsibilities	• Supervision of up to 15 Members of Staff
Other	• Equipment –Plant, Materials, small plant and tools. •
Essential Criteria - Qualifications, knowledge, experience and expertise	
• A HND / HNC in Civil Engineering Or Relevant technical, vocational or part-professional qualification Or Over 5 years' experience in a highway maintenance field • Management qualification. (Desirable) • Developing work programs to ensure maximum productivity. • Management of physical resources including plant and vehicles. • Understanding of political processes in a County Council setting. • Extended knowledge of highway materials and their application. • Extended knowledge of procedures and practices associated with highway maintenance. • Knowledge of HR policies and procedures. • Knowledge of highway maintenance standards. • Delivery of all aspects of the winter service. • Development of precise project plans for highway works.(Desirable) • Can demonstrate expertise in own relevant professional field. • Managing a range of physical, financial and human resources in the context of highway maintenance. • Proven experience in managing operational staff to deliver high performance. • Experience in providing formal responses to service requests and attending site meetings. • Extensive experience in ensuring compliance with all health and safety regulations. • Experience of effective communication with councillors and stakeholders. • Experience in the delivery of the winter service. • Extensive experience in determining the necessary resources required to complete a work program. • Considerable experience of working in the relevant service area and of the business and the context in which it operates • Experience of working with computer systems for the design and specification of highway schemes (Desirable) • Experience in programme and budgetary management. (Desirable) • Financial management experience and working with financial management systems (Desirable) • Ability to draft reports and letters. • Ability to manage and monitor budgets and programmes of work. • Ability to work to deadlines and prioritise workloads. • Ability to liaise effectively with people and bodies internal and external to the Council. • Ability to manage performance in the appropriate way. • Ability to manage to a high level of details paperwork associated with the operation of the teams. • A flexible approach to work. • Computer literate and ability to work with computer systems and Microsoft Office suite of programs. • Self-motivating. • Co-ordination and facilitation skills.	
Disclosure and Barring Service – DBS Checks	
• This post does not require a DBS check.	
Job working circumstances	
Emotional Demands	• Minimal emotional demands.
Physical Demands	• Modest applied physical effort.

**Working
Conditions**

- Moderate exposure to all weathers. You will be required to wear PPE. Moderate exposure to waste, dirt, traffic, dust etc. Moderate exposure to challenging behaviour.

Other Factors

- Able to travel extensively throughout the County