

Post Specification

Date	January 2019
Post Group Number	6915
Post Title	Work Week Planner
Job Family	Regulation & Technical
Job Family Role Profile	RT10
Final Grade	Grade 10

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Operations service to enable the forward programming, planning and coordination of works. The Operations service is the in-house contractor for the Highways service and is responsible for the delivery of the County Council's maintenance, improvements and winter service approx. £120m p.a.

Purpose of this post

To assist the Highway Operations Engineer and Supervisors to lead multi-disciplinary teams of technical and/or operational staff delivering activities to given standards, timescales, legal obligations and budgetary targets.

To support Operations staff in the management of projects or programmes through individual works or packages of works and to provide project management of small to medium scale projects.

To lead and control area wide delivery programmes for both reactive and planned maintenance work and improve our logistics support on site.

To manage specific work programmes from pre-construction through to delivery, to include the planning, resourcing and co-ordination of work activities with the Operational teams (up to 12 teams of 2 men)

To bring together extensive work packages and undertake preliminary assessment of works to include considerations for Health & Safety, Traffic Management, providing accurate scheme information and costings via Bills Of Quantities or target costs.

To have a full awareness of highways maintenance activities and practise to support and drive efficiency and innovation within the operations service.

To monitor and report on key performance targets relating to defects repair times, permitting of highways works, cost versus estimate and other KPI requirements.

Key job specific accountabilities

- Manage and direct the flow of delivery through effective work programming of individual works or packages of works, as required, ensuring works are undertaken in the most efficient & Safe manner possible.

- Act as project lead in relation to small to medium scale projects or programmes, working independently and to undertake one or more aspects of the project or programme management in relation to larger and complex projects or programmes under the direction of the project lead.
- Co-ordinate and maintain delivery programme / project delivery across all stages of project life-cycle. Identifying issues and risks and seeking solutions to these, while controlling resource allocation (Labour, plant & materials) throughout the process and works carried out by 3rd Parties and in-house delivery teams, ensuring programme targets are met.
- Assist in the delivery of 'area' wide programmes of work, controlling and preparing schedules of work and providing accurate scheme details including, cost management (target costing / Bills of Quantities), material pricing & ordering, specification of materials, plant procurement, liaison with delivery teams and maintaining clear records throughout the works delivery.
- To provide specialist experience and knowledge of highways maintenance activities and practise to lead innovation and efficiency within services.
- To monitor and update all ICT / operational recording required on a daily basis to include Defect reporting, remedial management and Permitting of highways work and be able to design, and manipulate data recording systems (Excel / project) to improve tracking of activities and recording of key operational information.
- Monitor KPI and performance to include control of delivery, monitoring inspection repair KPI's, remedial costs, Permitting KPI's and other delivery performance management tools.
- Ensure that Highways Operations complies with the CCC permitting scheme.
- Ensure the highest standard of health, safety and environmental management are met at all times and support a safety focussed culture within the highways
- To take part in stand-by, and out of hours duty rosters and decision making as required to support the effective management of the highways network (adverse weather, emergency scenarios etc).

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Responsible for Revenue & Capital budgets up to £1m per annum • Providing specific project control services across a programme of works to varying values (not exceeding £150k).
Staff Management Responsibilities	<ul style="list-style-type: none"> • Lead 2 to 3 people. • Lead small project teams under matrix management arrangements. • Lead multiple delivery teams (up to 12) in the execution of the works programme.
Other	<ul style="list-style-type: none"> • Able to travel extensively throughout the County.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications.

- A relevant HNC / HND or Vocational training to a minimum of NVQ Level 3 in appropriate discipline or equivalent and / or Membership of appropriate professional body or equivalent experience.
- CSCS card. (Desirable)
- LANTRA T7 (Desirable)
- Full UK driving licence is essential.

Knowledge.

- Thorough knowledge of application of standards, specification, systems, guidelines, regulations, policies and legislation appropriate to relevant work area or service
- Knowledge of CDM and other key operational 'Risk Management' procedures
- Knowledge of finance systems and familiarity of MS project software and / or Excel

Experience.

- Extensive experience of Highways maintenance practise, materials and specifications, Ideally within a highways or wider civil engineering discipline.
- Substantial experience of leading a safety driven culture within an operational context.
- Experience of project or programme management techniques and methodologies
- Experience in dealing with customers, stakeholders and service providers
- Delivery of the winter service function and willingness to take part.

Expertise.

- Political processes and structures of the Council and its key partners in a rapidly changing environment. (Desirable)
- Ability to work systematically to interpret and analyse data and to effectively prioritise tasks in a pressured delivery environment and to problem solve / re-prioritise through creative thinking and using initiative.
- Positive approach to team working.
- Familiarity and understanding of EU procurement regulations (Desirable).

Disclosure and Barring Service – DBS Checks

- This post requires / does not require a DBS check.

Job working circumstances

Emotional Demands	Minimal exposure.
Physical Demands	Normal effort required.
Working Conditions	Working to tight or restricted deadlines. Adverse weather and out of hours working.

Other Factors

- Cumberland Council is undertaking a step change in its modernisation and efficiency programme. The Operations service is fundamental to the success of this through the delivery of maintenance, improvement projects and winter operations that directly support the communities of Cumbria. We are expanding our dynamic and high performing team and encourage applications from candidates who relish challenge and share our vision for the delivery of high-quality highway network programmes which directly support our communities.