

Job Description

JOB TITLE:	Head of Highways & Transportation
GRADE:	Grade P
POST NUMBER:	TBC
DIRECTORATE:	Communities
SERVICE:	Public Realm
RESPONSIBLE TO :	Director of Public Realm
RESPONSIBLE FOR:	• Highways Asset Management - incl. Highway Maintenance, Streetlighting, Structures and Local Flood Risk Management • Client Commissioning • Traffic Management incl Road Safety, Cycling, Streetscene Design, and capital improvements delivery Transportation Planning including Development Control; Highway Register; Transport Policy, Standards and Guidance; Supporting Measures (Travel Demand Management & Road Safety Education); Research and Strategy Development (incl LIP) Four Group Managers overseeing the following groups: 1. Transportation Group • 3 Team Leaders (M) – Direct reports • 1 Principal Engineer (Highways Development Control) (K-L) • 2 Principal Transport Planner (K-L) • 2 Principal Engineer (Programme Management & Commissioning) (K-L) • 2 Engineers (Highways Development Control) (I-J) • 3 Transport Planners (I-J) • 2 Project Engineers (I-J) • 1 Highway Records Officer (H-I) 2. Design & Delivery Group • 2 Team Leaders (M) – Direct reports • 1 Principal Engineer (Major Projects) (K-L) • 1 Principal Engineer (Local Schemes) (K-L)

	• 6 Engineers (I-J) • Additional Contract Engineers as required • 2 Parking Development Officers (I) 3. Network Management Group • 1 Principal Network Coordinator (K-L) • 1 Principal Officer Technical Operations (K-L) • 1 Principal Officer Network Compliance (K-L) • 1 Principal Officer Highways Licensing (K-L) • 4 Network Coordinators (I-J) • 1 TMO Officer (I-J) • 3 Technical Operations Officers (H-I) • 1 Senior SW Compliance Inspector (I-J) • 3 Street works Compliance Inspector (H-I) • 3 Engineers (Highways Licensing) (I-J) • 4. Highways Group • 2 Team Leaders (M) – Direct reports • 2 Principal Engineers (K-L) • 12 Engineers (I-J) • 1 Technical Operations Officer (Highways Assets) (H-I) Any number of additional fixed term, and/or agency Engineers, and works or professional service providers staff as required to deliver Capital Programme.
	This post requires a standard DBS check This post is not politically restricted
JOB SUMMARY:	To lead and manage the functions needed for the maintenance and management of the highway network and its related assets and infrastructure, involving promoting and supporting transport related safety issues and healthy lifestyles. This includes: 1. Responsibility for maintaining an overview of service performance in compliance with all relevant legislation and codes of practice; initiating action as necessary. 2. Managing the delivery of efficient and effective highways and traffic management services, keeping the services up to date and leading on all service developments. 3. Being Head of Service; and to exercise delegated powers and be the principal advisor on highways and traffic management functions and duties, including

	reviewing, developing and implementing policies and strategies across the service. 4. Ensuring that the services managed remain relevant and deliver value for money in accordance with Council policies and strategies, through the delivery of the annual service plan, service reviews and action plans. 5. Establishing and maintain excellent internal and external relationships with stakeholders in order to facilitate the work of the services provided and to enhance the Council's image. To represent the Council on national and regional professional forums. 6. Be responsible for the delivery of the service budgets, including delivery of the annual budgeted surplus and income and savings targets.
ROLE REQUIREMENTS:	
1.	To deputise for the Divisional Director - Public Realm in the post holder's own areas of responsibility and in conjunction with other members of the Divisional Management Team be jointly responsible for the leadership and strategic management of the division as a whole.
2.	To ensure management information systems are in place to provide performance data which meets current and future service needs.
3.	To monitor service performance and identify areas requiring action; reporting issues with recommendations to the Divisional Director.
4.	To be responsible for managing service developments and identifying areas for improvement; ensuring their effectiveness so that the anticipated benefits are realised.
5.	To be responsible for the production of the annual service plan in accordance with Council strategies and objectives.
6.	To ensure service budgets are effectively managed and services continue to deliver budgetary targets
7.	To ensure service continuity plans are in place.
8.	To be responsible for ensuring effective communication with all stakeholders and that the service profile meets the highest expectations.
9.	To direct, manage and coordinate the work of staff teams in the provision of the following services:

	• Highway Maintenance, Streetlighting, Structures and Local Flood Risk Management • Traffic Management incl Road Safety, Cycling, Streetscene Design, and capital improvements delivery • Transportation Planning including Development Control; Highway Register; Transport and Parking Policy, Standards and Guidance; Supporting Measures (Travel Demand Management & Road Safety Education); Research and Strategy Development (incl LIP)
10.	To ensure the services managed remain relevant, efficient and fit for purpose through reviews and action plans.
CORPORATE RESPONSIBILITIES:	
11.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
12.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
13.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
14.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
15.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
16.	Adherence to the council's commitment to the health, safety and welfare at work policy Health and safety responsibilities include: ▪ arranging, where necessary, additional health and safety guidance and procedures to cover specific work activities, in addition to corporate arrangements ▪ holding staff accountable ▪ ensuring risk assessments are carried out, reviewed and shared with all appropriate staff ▪ ensuring staff receive adequate information, instruction, training and supervision ▪ cooperate with trade union/safety representatives and attend relevant meetings.

PEOPLE:	
17.	To establish high level internal and external contacts with key stakeholders, maintain an appropriate service profile and be the Council's expert advisor on highways, traffic management and parking policy and issues.
18.	To promote a positive image of the Directorate, forging links and developing partnerships with internal and external agencies to enhance the delivery and perception of the service.
FINANCE:	
19.	To prepare budget estimates, manage allocated budgets, develop and monitor programmes of work and authorise expenditure. Ensure that expenditure, income and financial targets are achieved, whilst ensuring proper control in line with the Council's financial regulations and standing orders.
SERVICE:	
	To prepare the annual service plan and to be responsible for implementation within the service. Set targets/objectives for Group Leaders in line with the service plan and monitor achievement, taking remedial action where necessary..
	To regularly lead risk assessments and ensure that service continuity plans are kept under review.
PERFORMANCE:	
20.	To manage the Council's statutory highway, traffic management and parking functions, exercising delegated authority acting on behalf of the Council to ensure that all appropriate action is taken to fulfil the requirements placed on the Council.
21.	To keep abreast with and ensure compliance with changes in legislation, good practice and current professional standards. To prepare and present detailed advice and reports and to make recommendations on a range of functions undertaken by the service in order to enable provision of high quality, cost effective and forward looking services that make best use of technological and legislative developments.
22.	To keep up to date with development within the industry and the wider Council and identify areas of potential service enhancement.

23.	To devise, recommend and implement changes in policies and procedures and lead organisational change in the service.
24.	To ensure that systems for communication, performance, monitoring and service reviews are in place and operational to improve the quality and/or efficiency of the service and implement the Directorate's PDR scheme and 'Investors in People' objectives.
25.	To act as the Council's source of expert advice and maintain an up to date knowledge of statutory, professional and technical matters.
26.	To actively participate in working parties, steering groups and other meetings as appropriate. To work with Members, local residents, businesses, statutory bodies, government agencies and the voluntary sector to improve services, devise creative and innovative ways of tackling local problems and commission consultation with stakeholders.
27.	To keep up to date with legislation, Council strategy and policies and developments within the service industry, preparing reports and briefings on key issues for Senior Management, Members, the Mayor and Cabinet and disseminating relevant aspects to staff, as required.
28.	To participate in the Council's Performance Management Scheme, assisting in the development of realistic standards/targets and ensure these are met within the agreed timescale. Actively participate in schemes leading to team and individual development plans for both the post holder and staff responsible for.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To fulfil all duties and responsibilities with proper regard to the Council's Health & Safety Policy and any other relevant legislation in order to ensure a safe working environment for the public, the post holder and other members of staff.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

To work outside normal office hours as required.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Detailed and practical understanding of policy, legislation and practice relating to highways & traffic management	E	A,T,I
	Up to date knowledge of effective management technique, including management of large budgets.	E	A,T,I
	Knowledge of relevant Government policies relating to operational services.	E	A,T,I
	Strong understanding of the structure and the workings of local government and other agencies involved in highways & traffic management services.	E	A,T,I
Qualifications & Experience	Proven record of developing and delivering strategic plans that are outcome focused.	E	A,T,I
	Ability to identify commercial opportunities and identify and deliver efficiencies across the services.	E	A,T,I

	Proven track record of effectively managing large projects Experience of managing responsive services which support and meet the needs of individuals, communities and Elected Members. Evidence of successful partnership working to deliver outcomes Significant experience of managing a large workforce to deliver outcomes Experience of working with the public and elected Members	E E E E E	A,T,I A,T,I A,T,I A,T,I A,T,I
Core Values	Achieving Results • Excellent written and oral communication skills • Strong project and financial management • Ability to work under pressure, meeting deadlines and effectively managing changing work priorities Engaging with Others • Working as part of a team • Ability to communicate effectively with a wide range of people • Strong negotiating and influencing skills • Political sensitivity • Facilitation and consultation skills	E E	A,T,I A,T,I

	Valuing Diversity - Proven and demonstrable commitment to the principles and practice of equal opportunities and social inclusion. Learning Effectively - Ability to self-motivate and identify, prioritise and resolve problems - Using data to inform policy and practice - Using evaluation and performance management to improve outcomes.	E E	A,T,I A,T,I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Communicates vision, strategy and action plans to large teams. Builds morale and ownership to harness energies toward common goals Solution focused with excellent analytical and problem solving skills Meets deadlines, standards and targets without sacrificing quality Excellent people-management skills, including effective handling of performance, discipline,	E	A/I

	sickness and quality assurance issues		
We are OPEN and transparent	Excellent interpersonal, presentation, verbal and written skills Effective negotiating skills	E	A/I
We are WILLING to challenge, innovate and be accountable	Responds proactively, flexibly and effectively to change	E	A/I
We empower each other to be EXCELLENT and go the extra mile	Ability to provide staff with constructive feedback and development opportunities Evidence of a commitment to continuous professional development	E	A/I
We RESPECT all communities; they are the heart of everything we do	Positive commitment to the principles and practice of equality and diversity in employment and service delivery.	E	A/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A/I