

<b>JOB DESCRIPTION</b>	
Job Title:	Highway Projects & Road Safety Manager
Directorate:	Place & Economy
Service:	Highways
Reports to:	Assistant Director, Highways
Grade:	P4
Hours:	37

**JOB PURPOSE**

To take overall responsibility for the leadership, development, performance and management of a significant part of the Highway Service.

To lead, along with the Assistant Director, in delivering service outcomes – e.g. cultural change, system change and financial savings.

Lead, along with the Assistant Director, develop and manage the County’s Highway service ensuring close engagement with local communities and businesses and their needs.

To support the Assistant Director and other managers within Place & Economy in delivering the Council and Directorate’s objectives through joined-up service planning, community engagement and the flexible use of resources.

<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
1	<p><b>Communication and Customer Focus</b></p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the teams.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Lead on the development of work programmes and projects for the maintenance, safety and improvement of infrastructure networks, including roads, bridges and rights of way. These programmes and projects should meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and</p>	25%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
	<p>potential users, throughout the development and delivery of work.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views to members to assist in decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed about progress on the delivery of projects and work programmes.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p>	
2	<p><b>Leadership</b></p> <p>Inspire and motivate staff to ensure that they achieve their maximum potential, providing flexible use of resource across the service.</p> <p>Work with the Assistant Director to provide effective leadership to teams within the service to create a culture of empowerment, openness and transparency.</p> <p>Provide leadership and direction within the Highway service to ensure the effective delivery of projects that maintain and improve the transport infrastructure network.</p> <p>Recruit, train, develop and reward staff to meet the needs of both the team and the Council.</p> <p>Provide advice to, and act as a centre of expertise within Place &amp; Economy on the maintenance and improvement of the transport infrastructure network.</p>	20%
3	<p><b>Programme Management and Delivery</b></p> <p>Actively liaise with colleagues across the directorate, the Council and our partners to ensure projects are delivered in the most efficient, effective and co-ordinated manner.</p> <p>Implement robust work programmes with appropriate change control processes. Regularly review and update programmes, and report significant variances to the Assistant Director, Highways.</p> <p>Ensure value for money is achieved.</p>	20%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
	<p>Ensure all necessary measures are incorporated in projects and work programmes to minimise and mitigate any adverse impact on the environment, communities and businesses.</p> <p>Ensure projects and work programmes take due regard to the needs of all users of the network, especially those who are vulnerable or have particular needs.</p> <p>Advise Councillors informally, and through formal reports, on the planning and delivery of individual projects and the development and delivery of the work programme.</p>	
4	<p><b>Financial, Contract and Risk Management</b></p> <p>Manage, control and monitor the programme of works that maintain and improve the transport infrastructure network to ensure expenditure is within agreed tolerances of approved budgets.</p> <p>Identify financial pressures and take action, agreed with the Assistant Director to manage and mitigate those pressures.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines.</p> <p>Report on risks of projects / programmes through the project / programme and corporate risk register as necessary.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p> <p>Ensure contractual process are developed and followed.</p> <p>Provide advice and support across the Place &amp; Economy Directorate on the Construction Design and Management Regulations.</p>	10%
5	<p><b>Partnership Working</b></p> <p>Engage and lead on relationship management with key partners such as our service provider, the Cambridgeshire &amp; Peterborough Combined Authority (CPCA), District Councils, Cambridgeshire &amp; Peterborough Road Safety Partnership, Department for Transport, Highways England, Network Rail, Environment Agency, Greater Cambridge Partnership (GCP), Community Groups and others as required, to deliver infrastructure projects that meet the Council's and partners'</p>	15%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
	objectives.	
6	<p><b>Service Planning and Development</b></p> <p>Actively contribute to the development of strategies for maintaining and improving the transport network across Cambridgeshire.</p> <p>Assist with identifying potential local infrastructure projects and providing advice on feasibility and costs of potential schemes and securing the necessary funding.</p>	10%

The Place & Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

<b>PERSON SPECIFICATION</b>	
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

#### ***Essential***

- HNC or degree in Civil Engineering, or a relevant discipline, or extensive relevant experience
- Evidence of continued personal / professional development

#### ***Desirable***

- A relevant professional membership e.g. Chartered/Incorporated Engineer
- A relevant Management qualification

### **Knowledge and Experience**

#### ***Essential***

- A proven ability to develop partnerships at the highest levels with other agencies as a means of ensuring service objectives are met
- An understanding of how to manage the needs of a diverse set of stakeholders
- Ability to develop objectives and monitor performance to ensure goals are met or exceeded.
- Experience of developing focused strategies and prioritising actions, leading to change and performance improvements
- Experience of working with locally elected politicians and of ensuring that service outcomes align with broader political priorities.
- Knowledge and up-to-date understanding of legislative and policy frameworks as they apply to the service

- Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce, including the application of codes of practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities
- Ability to assimilate complex information and provide strategic and operational solutions
- Proven experience of financial and resource planning and the ability to deliver efficiency savings through cost effective service delivery.
- Experience of developing and assessing business cases for new pieces of work
- Experience of delivering presentations to a wide range of audiences
- Working knowledge of Health and Safety law and the Construction Design and Management Regulations
- Working knowledge of highway legislation

***Desirable***

- An understanding of the complexities of local government and the matters affecting it

**Skills and Attributes**

***Essential***

- Ability to drive culture change within an organisation
- Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions
- Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations
- Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas
- Ability to shape and influence local, regional and national policies
- Excellent set of interpersonal and communications skills
- Skilled at writing committee papers
- Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities
- Ability to lead, motivate and develop staff in a way that builds individual and team capacity to delivery quality services and continuous improvement
- Flexible in hours of work
- Comprehensive IT skills
- Commitment to continuous personal development

## **Other**

### ***Essential***

- Have the ability to visit offices and sites, when necessary, where public transport is limited.
- Have the ability to visit and inspect sites which may have difficult access.
- Be able to attend meetings out of hours when necessary

### **Cambridgeshire Behaviours - WIRE**

The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

#### **Working together**

- I look for ways to maximise the value of working together, building support 'behind the scenes' for changes to delivery and providing focus and direction in delivering to joint outcomes
- I show a close interest in all the services that my Service is designed to maintain.

#### **Integrity**

- I think creatively, offering original solutions outside of conventional expectations
- I take responsibility for actions
- I actively seek feedback about my Service and make it accountable

#### **Respect**

- I identify areas for development in meeting all customers' and colleagues' expectations
- I innovate within my sphere of influence to change others' behaviours and the use of resources for the better

#### **Excellence**

- I manage change effectively
- I design, innovate and influence best practice in the work of my team, contractors, partners and myself