

# GROUP MANAGER (HIGHWAYS AND TRAFFIC MANAGEMENT)

Role Profile



<b>Title</b>	Group Manager (Highways and Traffic Management)	
<b>Grade</b>	GRADE J	
<b>Reference:</b>	<b>N466</b>	
<b>Reports to:</b>	Head of Plymouth Highways	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Operational Leader	
<b>Primary purpose of role</b>	To lead, manage and maintain the Council's Highway Network, in terms of safety, maintenance, network management and asset management to ensure that road user journey time, access and use is fit for purpose.	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>▪ To reduce road related casualties on the road network. (10%)</li> <li>▪ To ensure the City has a well-managed highway network for all road users. (10%)</li> <li>▪ That carriageways and footways are inspected as required by Council Policy to prevent and reduce personal injury accidents and to meet the Local Authorities legal obligations as a Highway Authority. (10%)</li> <li>▪ To manage and maintain an effective Asset Management Plan, providing advice to the Council regarding investment in the short, medium and long term. (20%)</li> <li>▪ Management and required reporting of capital and revenue budgets circa £6m, allocated to deliver Highway &amp; Traffic Management services. (15%)</li> <li>▪ Contract management and Tasking of the Term Maintenance provider to undertake prescribed works to deliver Highway maintenance and</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>▪ Undertake annual collision data analysis and investigation, identify and implement targeted remedial measures aimed at reducing both the number and severity of personal injury collisions on the road network</li> <li>▪ Implement a maintenance regime aimed at minimising harm to users and ensure effective use of resources to maximise efficiency of highway infrastructure. Provide carriageway, footway, gully, street lighting, signing / lining and minor schemes programmes aimed at annual, 3, 5, 10 year plans as appropriate for the integrated whole life maintenance highway assets.</li> <li>▪ Implement, monitor and maintain a regime of inspections and remedial actions aimed at protecting the Council from third party (Red) claims as a result of unresolved Category I defects.</li> </ul>

	<p>network improvements. (10%)</p> <ul style="list-style-type: none"> <li>▪ Lead, Manage, supervise and coordinate Group (29 staff in 4 different teams) Teams activity to deliver an effective, integrated Highway Service. Liaise with other services to provide improved benefits to road users and the community based on identified needs. (20%)</li> <li>▪ Ensure Health, Safety &amp; Wellbeing is integral to service delivery and managed to minimise harm and support staff wellbeing. (5%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meet HMEP requirements as defined in 'Well managed Highway Infrastructure' A Code of Practice, to ensure the Council meet DfT requirements, providing annual returns and data analysis for long a Well Managed Network.</li> <li>▪ Responsibility for accurate forecasting, reporting and monitoring of Group budgets, to meet Council financial requirements and delivery of identified service priorities.</li> <li>▪ Implement plans to ensure comprehensive service delivery, including Statutory requirements, NRSWA licensing and permits, across operational areas, based on the Duties required of a Highway Authority.</li> <li>▪ Prepare and manage an Annual Plan with the Provider, containing a programme to deliver the Council's maintenance and minor scheme network improvements.</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ <b>Personal Injury Collision reduction; 5%</b> Analysis of Police collision data. Identify cluster sites, types of collision and road user groups involved and remedial actions aimed at reducing both the number and severity of casualties. Produce a list of targeted interventions, an action plan (to be included in the Annual Plan) for intervention, including one or more of Education, Encouragement, Engineering or Enforcement measures. Work with partners to achieve compatible objectives.</li> <li>▪ <b>Well Managed Highway Infrastructure; 15%</b> This will be asset management led around key asset groups; carriageways, footways, street lighting, gully and flood management, bridges and structures and delivered by applying an agreed risk-based approach. Interventions will be intelligence led based on quality data, sources and innovative processes, with the aim of delivering cost effective interventions and investment. The focus will be on maintaining a resilient network through environmental best practices, collaborating across boundary to maximise and harmonise joint working and service efficiency. The service will integrate corporate risk and insurance, legal and key supplier's locations and infrastructure interfaces to maximise effectiveness and efficiency.</li> <li>▪ <b>Carriageway &amp; Footway Inspections; 5%</b> Inspections will be conducted</li> </ul>	

	<p>according to the Council's Inspection Policy aimed at removing Red claims against the Council in respect of Category 1 defects. You will ensure that measures are in place to monitor remedial action that is undertaken based on a 'well-managed network'. Monthly reporting and monitoring of service delivery and integration of Inspection data into asset management will be undertaken to ensure works planning is holistically applied when planning future interventions.</p> <ul style="list-style-type: none"> <li>▪ <b>Asset Management and Plans; 10%</b> Manage, maintain and coordinate all asset management data with the objective of providing the data in a user friendly format to inform the Council regarding priority proposals for future investment, in the short, medium and long term, for individual groups of highway assets. The use of Highway Information Management Systems, will form the basis for the recording, storing and managing of this data, with due regard to the need for evidencing the Council's commitment and implementation of 'The Code of Practice' and associated HMEP principles.</li> <li>▪ <b>Budget Management; 15%</b> Manage both Capital &amp; Revenue Budgets (approx. annual value £12M) allocated to your service area, to ensure effective service delivery, prioritisation and value for money. Provide information for annual budget planning in a timely manner to meet the Council's fiscal budgeting process. You will also ensure that Team Leaders and staff who are responsible for spend are suitably trained and informed regarding budgetary management, recording and reporting.</li> <li>▪ <b>Group Management; 20%</b> Lead and be directly responsible for the supervision of your Teams' workload, ensuring that the core Council culture and vision is embedded in the daily operational activity of your Teams. You will ensure that training is provided in a timely manner to ensure that professional delivery of the service is maintained and that continuous performance improvement is established and monitored to achieve agreed outcomes.</li> <li>▪ <b>Term Maintenance Tasking; 30%</b> Lead on tasking the Council's Term Maintenance provider to deliver physical services that maintain and improve our highways. You will monitor the quality and timeliness of delivery, ensuring that the Council meet its obligations and that the provider represents value for money and delivers a quality professional service. You will liaise closely with the provider to identify and implement innovative solutions and embed continuous improvement through performance management as defined in the Contract KPIs.</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Educated to Degree level in Civil Engineering or equivalent in a relevant highways related field e.g. Transport Planning</li> <li>▪ Extensive experience of working at a management level in a highways related environment.</li> <li>▪ Membership of an appropriate professional body.</li> <li>▪ DfT casualty reduction operations, Working knowledge of practices and</li> </ul>

	<p>processes with regard to Highway Maintenance, Highway Drainage &amp; Flood Risk Management, Traffic Management, Highway Asset Management and Network Management.</p> <ul style="list-style-type: none"> <li>▪ Knowledge of developments and requirements within the industry such as the adoption of Well Managed Highway Infrastructure: A Code of Practice</li> <li>▪ Accredited asset management qualification e.g. Institute of Asset Management Certificate.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Chartered Engineering Status or equivalent qualification in a related field (e.g. Institute of Civil Engineering, Chartered Institute of Civil Engineers, Institute of Highways Engineers) .</li> <li>▪ Accredited asset management qualification e.g. Institute of Asset Management Diploma.</li> <li>▪ Health and Safety Qualification e.g. Iosh Managing Safely</li> <li>▪ Management Qualification e.g. Institute of Leadership and Management Certificate or equivalent</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Project management experience and delivery of highway related schemes and maintenance programmes.</li> <li>▪ Annual Programme Planning and medium / long term asset managing forecasting.</li> <li>▪ Financial management and budget accountability for schemes and maintenance programmes.</li> <li>▪ Highways Maintenance Efficiency Programme, DfT incentive and Challenge Fund and Code of Practice application.</li> <li>▪ Up to date knowledge and application of highways and traffic legislation and best practice.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Previous experience of leading / managing a team in a highways related area i.e. traffic management, highways management, street lighting, structures maintenance</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ People management experience across varied disciplines.</li> <li>▪ Ability to deliver projects and programmes on time and budget.</li> <li>▪ Ability to undertake change management and implement new ways of working.</li> <li>▪ Strategic leadership with ability to follow through to ensure actions are delivered.</li> <li>▪ Empowers others to identify ways to deliver our organisational outcomes i.e. let's people 'get on with it'.</li> <li>▪ Ensures public money and assets are secured and used appropriately (shifting resources where necessary to meet priorities).</li> <li>▪ Drives through change by making connections between strategic vision and what needs to be done.</li> <li>▪ Promotes a can-do' approach. Demonstrates determination, persistence and focus to achieve the desired outcome.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>▪ Maximises opportunities to develop staff and nurture talent fairly.</li> <li>▪ Enables risk-taking and learning through doing and reflecting in a culture of support, not blame.</li> </ul> |
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### **Corporate standards**

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| <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul> |
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