



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Head of Highway Asset Management

Vacancy ID: 008463

Salary: £47,494 - £51,115 Annually

Closing Date: 28/02/2018

Benefits & Grade

Grade T

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

Interviews are expected to be held week commencing 19 March 2018

Applicants shortlisted for interview will be notified by telephone no later than 09 March 2018. Please ensure you provide a suitable contact number on your application form.

Job Description

In the North East of England and part of the wider Tees Valley sub-region, Darlington is a world class location that offers a great place to live and work.

Darlington's strategy for growth is based on capitalising on our outstanding assets of excellent transport links, a highly qualified local workforce, high achieving schools, good quality residential areas and a fantastic quality of life.

You will play a pivotal role in the growth strategy by leading on the development of the service and being responsible for building on highway asset management strategies and policies, through to the successful delivery of comprehensive programmes.

In this role you will be responsible for a wide range of services that include; Highways and Footways, Street Lighting, Bridges and Structures, Public Rights of Way and the associated Highway Authority functions. You will also be responsible for the Civil Engineering and Street Lighting direct labour services and the projects they deliver across the Council.

We are looking for an experienced, customer focussed person who has the skills, knowledge and proven credibility to build relationships with key stakeholders and organisations across the Tees Valley and beyond.

This role provides an excellent opportunity for the right candidate to join a very successful transport team who are keen to explore innovative and commercial opportunities that would complement the growth strategy.

Your reward for working at the Council goes beyond the salary you receive. Lots of the benefits are in our employment terms and conditions, such as 31 days annual leave, access to the Local Government Pension Scheme and enhanced maternity, paternity and adoption leave payments, to name but a few.

In addition to these we are committed to providing a wide range of other benefits, such as:

- Additional leave purchase scheme
- Flexi-time scheme
- Cycle to work scheme in partnership with Halfords
- Access to Occupational Health, physiotherapy and counselling services
- Reduced membership to the Dolphin Centre's Fit for Life Package

For detailed information on this role, please refer to the Job Description and Person Specification.

Further details about Darlington Borough Council and the Highways Service are available in the Additional Information document.

For a further informal discussion, please contact Dave Winstanley, Assistant Director – Transport and Capital Projects, on 01325 406618.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH

JOB DESCRIPTION

<u>POST TITLE :</u>	Head of Highway Asset Management
<u>GRADE :</u>	Grade T
<u>JOB EVALUATION NO.</u>	B1440
<u>REPORTING RELATIONSHIP</u>	Accountable to the Assistant Director for Transport and Capital Projects
<u>JOB PURPOSE :</u>	Responsible for the provision of a comprehensive highway asset management service
<u>POST NO.</u>	D11155
<u>PDR COMPETENCY FRAMEWORK</u>	Level 3, Senior Manager Competencies for all managers at Senior Head of Service level and above

MAIN DUTIES/RESPONSIBILITIES

Service Area

1. Assume overall management responsibility for the effective development and delivery of the Highway Asset Management service; including responsibility for the Highways and Street Lighting Direct Labour Organisation.
2. Development of Strategy, Policy, Plans and Procedures to comply with legislation, Codes of Practice, Government initiatives/requirements and good practice to cover Highway Asset Management and those that contribute to wider council policy development, including Civil Contingency planning and response.
3. Develop commercial strategies and plans to ensure opportunities are maximised to secure funding from regional and national organisations, private sector and any other opportunity to develop income generation opportunities across the range of services.
4. Work with the Tees Valley Combined Authority (TVCA) and other Local Authorities to develop initiatives, policies, systems, services and procedures and represent the Council as appropriate on external bodies, relevant committees and working groups to ensure statutory obligations are met.
5. Exercise financial control and management of the service area being proactive in securing savings/efficiencies ensuring an effective service is delivered within the financial parameters. This will include considering new business models and initiatives, developing and utilising internal and regional frameworks to improve procurement efficiency, minimise cost and provide value for money.
6. Plan, source, co-ordinate and develop the use of all IT systems required to effectively deliver the Councils obligations and to ensure savings and maximise efficiency.
7. Developing and implementing systems and processes to improve efficiency ensuring that appropriate standards of service delivery are met and that Quality Management systems are implemented and accredited where required.

Corporate

8. Ensure enquiries from Councillors, Members of Parliament, and the general public and outside bodies are responded to effectively and efficiently, bringing sensitive matters with the service area to the attention of the management team where necessary.
9. Responsible for the effective management, training and development of all employees within the service area. This includes carrying out the Council's Performance Development Review (PDR) process and completing the mid and end year review forms to the Council's timescales.
10. Promote good working relationships between management, staff and trade unions and contribute positively to the management of change.
11. To keep abreast of all legislative requirements and changes to ensure the Council fulfils its statutory requirements in relation to the service area and ensure all statutory obligations are met within all service areas.
12. Deputise for the Assistant Director for Transport and Capital Projects as required.
13. Manage your service areas in accordance with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
14. To embed leadership development learning within the management team and encourage feedback from all team members regarding opportunities for continuous improvement and assisting implementation of improved working practices, maximising the performance of the teams and motivating staff towards achieving their goals.
15. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
16. Behave according to the Employees' Code of Conduct and ensure that employees in your service area are aware of their obligations and responsibilities regarding conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
18. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2018

DARLINGTON BOROUGH COUNCIL**ECONOMIC GROWTH****PERSON SPECIFICATION****HEAD OF HIGHWAY ASSET MANAGEMENT****POST NO. D11155**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	BTec Higher/HND or equivalent in Civil/Highway Engineering or related discipline.	E	
2	Degree or Professional Qualification in Civil/Highway Engineering or related discipline.		D
3	Chartered Status in recognised Civil or Highway Body/Organisation.		D
	Experience & Knowledge		
4	Approximately five years' experience in a senior management role within a relevant Highway/Civil engineering environment.	E	
5	Effective budget management and income generation	E	
6	Effective staff management including performance development.	E	
7	Proven technical competence, knowledge and experience of the latest relevant highway legislation and other legislation affecting the service.	E	
8	Detailed knowledge and experience of current Health and Safety legislation associated with the roles and responsibilities of the functions of the team and implementation of systems and procedures to ensure compliance within a large and diverse operational environment.	E	
9	Experience of developing performance management frameworks to forward plan and monitor; programmes/projects, resource requirements and financial performance.	E	
10	Experience of responding to complex queries and complaints and effective liaison with Members and Stakeholders.	E	
11	Experience of developing, implementing, monitoring and reviewing strategy, policies and procedures.	E	
	Skills		
12	Ability to develop, manage and monitor contract programmes/projects to ensure objectives are met.	E	
13	Ability to analyse information from a variety of sources, solve complex problems and think creatively and strategically developing effective solutions.	E	

Criteria No.	Attribute	Essential (E)	Desirable (D)
14	Demonstrate effective communication skills to present information in a logical and systematic manner and communicate effectively at all levels internal and externally, having regard for political and other sensitivities in relation to the subject.	E	
15	Ability to use discretion and initiative to make decisions for a wide ranging service area with minimal managerial direction.	E	
16	Able to develop systems and processes to improve efficiency.	E	
17	Ability to develop a performance management framework to manage key business activity including setting targets and monitoring progress.	E	
18	Ability to manage and allocate staff and resources to programmes/projects based on priority needs monitoring productivity to ensure they are delivered as cost effectively as possible.	E	
19	IT Literate, capable of using MS Word/Excel and office packages.	E	
20	Ability to build and maintain relationships with a wide range of audiences, including Elected Members, Senior Management, Trade Union Officials, internal and external partners.	E	
	Personal Attributes		
21	Reliable with a flexible approach to working arrangements.	E	
22	Able to influence and motivate others.	E	
23	Self-motivated.	E	
24	Able to work under pressure to meet deadlines.	E	
25	Positive in the development of team building to maximise efficiency.	E	
26	Flexible with a positive approach to change.	E	
27	Proven commitment to ongoing professional development and that of team members.	E	
28	Able to remain calm, confident and professional in high pressure situations.	E	
	Special Requirements		
29	Access to reliable transport in order to carry out the travelling requirements of the post.	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.