

**Job Description**

**Job Title:** Highways Delivery Manager

**Salary Grade:** 8 - £33,799 to £37,849

**SCP:** 31 to 35

**Job Family:** Operational Services

**Job Profile:** OP6

**Directorate:** City Development Directorate

**Work Environment:** South Hylton House & Various Site Locations, within the City of Sunderland

**Reports to:** Highways Operations Manager

**Number of Reports:** Varies

**Purpose:**

Delivery of a range of services including footpath, carriageway, and drainage maintenance, and other associated maintenance services which are customer focused and are targeted to areas of greatest need.

Strategic development and delivery of front line service and improved co-ordination/delivery of main stream services that are responsive to local needs.

**Main Duties and Responsibilities:**

To manage and ensure the development of processes, procedures and operations, delivering all services in line with the Council’s values and any legislative and regulatory requirements.

To effectively manage and facilitate operational and technical functions in the management of highways, drainage and associated aspects within Highways Operations, including:

• Principal Contractor functions where applicable.

• Call out as required by the exigencies of the Service.

• Lead on progress, organise resources, work methods and systems to deliver desired outcomes.

• Interpretation of design and specifications, Health and Safety, budget spend and project management.

• Manage the roles and responsibilities of all site staff

To assist the Operations Manager/ Group Engineer in:

• Leading, motivating and supporting staff within the section.

• Responding to and actioning corporate and section objectives

• Resourcing to ensure a value for money service is delivered in line with the

Council’s Constitution and Financial Regulations.

Ensure the Health and Safety of employees and others.

Ensure the implementation and continuous monitoring of safe systems of work.

Monitoring of inspection regimes and continuous review of Health and Safety management systems, identifying and managing associated risks, taking necessary actions and implementing revised procedures in accordance with corporate/directorate Health and Safety policy.

**Key Accountabilities**

To assist in developing and monitoring a programme of audits to relevant performance indicators to ensure standard of work to legislative and contractual requirements.

To effectively manage, monitor and maintain levels of human resource in association with workload demands, budgets, exercising sound financial and contractual control.

To manage the planning of work methods, resources and systems to meet contractual requirements.

To ensure the functions undertaken by the team are effectively co-ordinated and staff are adequately supported through:

• Leadership and direction

• Translating service objectives for staff by performance review and monitoring achievement.

• Development of a structured and co-ordinated staff training plan to assist in attaining the strategic objectives of the section.

• The development and use of technology.

To deputise for the Highways Operations Manager/ Group Engineer when directed.

Assist the Highways Operations Manager/ Group Engineer in:

• The preparation and management of annual profiles for staffing, operational resources and financial returns.

• Creating a culture of ‘Continuous Improvement’ across the Highways Service

• Ensuring a high level of service performance and delivery, project commissioning and customer satisfaction.

To assist in developing and progressing innovative methods for the delivery of operational services by introducing new technology and resource management.

To manage and ensure that contractor procurement is fully compliant with the relevant terms and conditions, City of Sunderland Constitution and the requirements of the City’s approved list of contractors.

To manage and advise staff on construction contract obligations and requirements.

To assist in managing the financial monitoring of contracts, schemes and individual trading areas to include sub-contract elements, materials procurement and labour resources.

To assist in the management of risk and business continuity planning

To maintain and develop meaningful communications and working relationships with other Services, Directorates, Councils, External Agencies and National Bodies to ensure that the Section is at the leading edge of innovation and change.

To be fully conversant, manage and apply the requirements of H.A.S.A.W.A., the Health and Safety at Work Regulations and The C.D.M. Regulations and all other Council policies.

To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values.

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council .

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Author: Graeme Hills**

**Date: 10/09/2019**