**Job Description**

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| **Job title** | Highways Delivery Manager |
| **Grade** | 8 - £35,336 to £39,571 |
| **Service/Team** | Infrastructure & Transportation - Highways Operations |
| **Main purpose of job** | Delivery of a range of services including footpath, carriageway, and drainage maintenance, and other associated maintenance services, and also major highways projects 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 mainstream services that are responsive to local needs. |
| **Key responsibilities** | To effectively manage and facilitate operational and technical functions in the site management of highways, drainage and associated aspects within Highways Operations.  Undertake Principal Contractor functions to comply with C(D&M) Regs 2015 where applicable.  Participate in Out of Hours on-call rota as required by the exigencies of the Service.  Lead on progress, organise resources, work methods and systems to deliver desired outcomes on site and for the wider service.  Implementation of design and specifications and ensuring compliance on site through effective project management.  Management of all Site Health and Safety ensuring compliance with all relevant Legislation.  Budget responsibility for all work allocated to you through efficient use of available resources. |
| **Key tasks** | To assist the Operations Manager 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.  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 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. |
| **Responsible for staff/equipment** | Various |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To 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. |