

# Highway Scheme Manager

Reports to: **Service Manager**  
Direct reports: **Allocated staff**

Evaluation: **585 points**  
Grade: **N9**  
Reference: **AA3894**

## Purpose

To provide a seamless highway service in accordance with the appropriate legislation, specifically: Highways Act 1980.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Develop, implement, manage, monitor and review of work programmes and use of resources to ensure the effective delivery of highway services to secure the successful delivery of capital schemes on behalf of the City Council and Clients.
2. Co-ordinate and ensure performance of public utilities, suppliers, and subcontractors to programme and agreed budget as required to the relevant scheme.
3. To manage service delivery by ensuring effective performance management is implemented, monitored and reviewed to reflect key performance indicators and targets of the service.
4. Lead in the service delivery of highways schemes on behalf of the Council and its Clients.
5. Allocation of resources to ensure the effective delivery of schemes, consistent with value for money and the Council's project management framework.

6. Maintain budgetary control and monitoring to ensure financial management of all appropriate trading accounts in accordance with City Council Financial Regulations.
7. Respond to and resolve problems in respect of service delivery, customer enquiries and member requests.
8. To be innovative in service delivery, encompassing new technology and improved working methods.
9. To identify and assist in the management of risks which could affect the successful outcome/completion of a given service/contract/project.
10. Co-ordinate front line resources in response to adverse weather conditions, in particular winter maintenance, flooding and other extreme weather conditions.
11. Responsible for security and maintenance of all allocated resources including depots, materials and transport.
12. To assist in the maintenance of the department's integrated management systems.
13. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
14. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.