Job Description

People Team use only	JE Code: A5015

Job title	Reactive Highway Maintenance Manager
Grade	9
Service and team	Highways and Transportation
Directorate	Neighbourhoods
Line manager	Highway Asset Manager
People management responsibilities	Street Care Officers x4 Project Support Officer

Job Purpose

To work as part of the Highways and Transportation service, with responsibility for a range of technical activities associated with the delivery of all aspects of civil engineering work.

The postholder will be responsible for the delivery of these works using industry knowledge and best practice and will work as part of a wider team delivering a range of engineering services. The role will largely involve leading the reactive highway maintenance service.

The postholder will be required to work in partnership with the wider Highways and Transportation service, other council service areas and external organisations.

What you'll be doing

- Manage systems of highway works to enable the Authority to meet its statutory maintenance obligations
- Manage planned small works programmes
- Manage budgets associated with works
- Undertake the day to day management of the highway inspection regime
- Liaise with the Authority's risk and insurance team to assist with the defence of highway claims and attend at court as required
- Manage the enforcement of highways legislation with respect to activities on the public highway
- Support the Highway Asset Manager in all aspects of service delivery
- Use specialist technology to manage engineering processes
- Liaise with other service areas and external organisations to ensure collaborative approach to service delivery

- Deputise for the Highway Asset Manager as necessary
- Assist with policy development and service improvement planning including exploring new technology and other innovations
- Develop and manage subordinate staff
- Deal with member and customer enquiries relating to the service area

Undertake any other duties as required by the service area

You need to have		**How we will assess these**
Knowledge	Knowledge of highways civil engineering design and construction General knowledge of health and safety and associated legislation relating to highway design and construction services Knowledge of ICT packages, especially MS Office and GIS systems Knowledge of highways legislation eg the Highways Act	Application form and Interview
Qualifications, training and professional registrations	HNC in civil engineering or a related discipline. Full UK driving licence	Certificates and Membership cards
Skills and experience	Minimum 5 years post qualification highways civil engineering experience Standard ICT skills such as Microsoft Office applications Experience of working in a team Experience of managing budgets. Ability to work using own initiative. Good written and verbal communication skills Ability to work to deadlines	Application form and interview

It would be nice if you also have		**How we will assess these**
Knowledge	Knowledge of other engineering disciplines such as coastal and surface water management. Specialist knowledge of health and safety Knowledge of specialist engineering ICT and highway engineering systems Knowledge of other related legislation	Application form and Interview
Qualifications, training and professional registrations	Degree in civil engineering or a related discipline. Membership of a relevant professional body eg ICE, CIHT. Formal health and safety qualification	Certificates and Membership cards
Skills and experience	Experience of local authority highways engineering Specialist engineering ICT skills such as use of specialist asset management systems, design packages etc Experience of managing budgets as a budget holder Writing skills in a local authority setting eg, reports and briefing notes	Application form and interview
Other information about the job		
Working Conditions	Primarily office based but with the need to visit a variety of sites across the Borough as required	
Working Requirements and Arrangements	Office hours, Monday to Friday	
Physical Requirements	Primarily desk based but with the occasional need to drive.	
DBS and Safeguarding Checks required	N/A	
Politically Restricted	This post is not politically restricted under the Local Government and Housing Act 1989.	
Please note: if you use your own vehicle for business, you must have a valid driving licence, MOT, and business use insurance.		

Our Values
We Listen | We Care | We Are Ambitious | We Are Good Value for Money
Equality, Diversity and Inclusion
We treat our colleagues, residents and service users with dignity and respect, value differences, and challenge discrimination. We build inclusive teams and encourage diverse voices to shape our work.
Corporate Parenting
We all share responsibility for supporting children in our care – acting in their best interests as any parent would. This is known as corporate parenting and covers anyone working for the Local Authority no matter what their job role is. We promote safeguarding and report concerns appropriately.
Climate Change
We are reducing our carbon footprint by using less energy, travelling smarter, and recycling more. We welcome innovation that makes our services more sustainable.