



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Highways Manager	Role Profile Number: OPH37
Grade: Q Salary:	Date Prepared: December 2019
Directorate/Group: Highways Maintenance	Reporting to: Operations Manager – Specialist Services

Job Purpose

- To plan, organise, co-ordinate and control the workforce engaged on the Routine Maintenance, Project and Commercial activities of the Highway Maintenance Team
- Day to Day management of contractors with responsibilities for effective and efficient standards

Key Accountabilities

- To lead and develop an Operations Team to drive through cultural change to affect a modern, efficient and effective workforce
- Prepare, manage and maintain Health & Safety Plans, method statements, Risk Assessments and ensuring that site operations adhere to safe systems of work
- Oversee the Supervisors in the distribution of work to gangs, ensuring all relevant materials and plant are ordered
- Assist with monitoring and maintaining a programme of works ensuring delivery on schedule and within budget
- Ensure effective day to day management of services such as Quality Standards, Service Level Agreements and Performance Indicators are met and implement a programme of random inspections and risk management audits.
- Collate weekly timesheets and authorise for payment
- Effectively manage project budgets for staff, materials, vehicles, equipment and other relevant resources that may be allocated
- Deputise for Delivery Manager/Service Manager where required
- Carry out staff personal development plans, ensuring all training and development is maintained
- Promote and develop good working relationships and when required, follow agreed sickness, disciplinary and grievance procedures in accordance with policies

Supplementary Accountabilities

- In accordance with the provisions of the Health & Safety at Work Act 1974 and the management of Health & Safety at work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work
- You must cooperate with the Council to enable it to comply with its statutory duties for Health & Safety
- You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware
- You must ensure that you undertake responsibilities relating to your position as detailed within your Directorate Health & Safety Policy

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial experience of management of staff preferably within a highway environment
- Proven leadership skills in an Operational Setting
- Safe working practices Inc. Risk Assessments, Method Statements, and Manual Handling
- Knowledge of Highway Maintenance procedures and methods (Preferred)
- Highways management supervision
- Willingness to work unsociable hours

Qualifications

- Educated to HND/Diploma or equivalent and/or compensatory experience
- Leadership/Management qualification and/or compensatory experience
- Health & Safety NEBOSH

Decision Making

- Shows creativity in using resources to deliver cost effective service in line with Best Value
- Can make effective decisions quickly and is happy to act on own initiative in order to resolve problems
- Has proven results obtained through team work and individual efforts
- Plan teams and own workloads with requirements to meet varied and tight timescales

Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve the work of the team
- Identifies creative solutions to Council-Wide issues and takes action to address them
- Can demonstrate an enthusiastic approach and constantly strives for improvements to performance and service

<p><u>Job Scope</u></p> <p>Number and types of jobs managed Up to 15 direct reports employed on a variety of highway projects.</p> <p>Matrix management of administrative staff</p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Various Civil Engineering tasks for construction • Planning • Administrative tasks • Budget information 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Responsibility for the expenditure and income of approximately £1.5m</p> <p>Vehicles, equipment and plant including mobile working devices.</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Demonstrate abilities as both a team leader and member who enjoys a good working relationship with colleagues at all levels
- Possess highly developed interpersonal skills and is able to adapt approach to a wide variety of customers
- Wide range of contacts and relationships, including clients (councils, schools, housing associations, etc.) Council Members, Directors and other senior officers, tenant groups, agencies (police, fire brigade, HSE, etc.) and industry governing bodies, Parish Councils and Members of the Public.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Working in all weathers
- Working alone in potentially hazardous situation's
- Potential for aggressive confrontations with members of the public.
- Working around plant and machinery on site

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	