



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Head of Strategic Transport	Role Profile Number: RTH38
Grade: U	Date Prepared: January 2022
Directorate/Group: Strategic Development and Growth	Reporting to: Director of Strategic Development and Growth

Job Purpose

- Lead and oversee a Strategic transport function, ensuring delivery meets the statutory duties of the authority and, alongside Planning and other associated infrastructure, contributes to the economic growth of Swindon Borough.
- Strategically lead the range of transport functions in a co-ordinated manner on a day to day basis, ensuring that the service delivers safe, modern, efficient and effective outcomes for all areas of the Borough and actively contributes to the delivery of the Council's Priorities and Pledges.
- Assist both external investors and the Council in developing key projects through the strategic planning and transport system.
- Assist the Director in the strategic leadership of all aspects of the strategic transport functions, deputising as required.
- Contribute to the delivery of the Council's climate change objectives through the development and delivery of sustainable transport initiatives.

Key Accountabilities

- Provide strategic leadership, management and development of a portfolio of strategic transport services in line with Council priorities and financial targets.
- Take strategic responsibility for staffing budgets and locally funded capital investment programmes, and lead in ensuring that the council's statutory services and duties are met.

- Lead, manage, develop and deliver Swindon Borough Council activity that contributes to the growth of the local economy through the delivery of strategically important infrastructure, particularly in the areas of commissioning, programme management, procurement and strategic development.
- Coordinate and manage external consultants, partners and expert consultees who input into the service so that each organisation or group is able to do so in the most effective manner and understands their roles and responsibilities
- Ensure that the highway network operates in a safe manner, and that users of the highway are able to do so with confidence in the knowledge that public safety has been taken into account in our decision making, in accord with our statutory responsibilities.
- Identify and deliver innovative, and where possible community or business based, VFM solutions to achieve agreed outcomes for Swindon people
- Fulfil the Authority's responsibilities as Traffic Manager under the Traffic Management Act 2004
- Operate a cost effective service, maximising the use of IT whilst delivering efficiencies
- Work collaboratively with the senior officers of Swindon Borough Council, its elected members and other partners, statutory bodies and local authorities to achieve agreed outcomes.
- Provide strategic leadership to high-level scheme development including early and ongoing engagement with developers, statutory consultees and investors.
- Lead and develop key partnerships with strategic delivery partners, to achieve strategic objectives relating to place-making, and delivery of customer-focused VFM service solutions for all aspects of the service
- Strategically lead, manage, develop and oversee the joined up delivery of statutory and regulatory activities and processes which contribute to a safe, efficient and effective transport network to deliver local priorities and statutory requirements
- Identify and secure external funding sources to enable the delivery of key strategic infrastructure projects ensuring that schemes are delivered in accordance with the requirements of that funding.
- Provide strategic oversight to major and locally controversial highway projects, scheme development and implementation.
- Engage with and represent the Council's interests to key local, regional and national bodies to support the Director in driving the achievement of strategic objectives relating to place making.

- Ensure that the service contributes proactively to the Council’s priorities and pledges and that the strategic transport functions are used to enable the delivery of key Council objectives.
- Ensure that the culture, behaviours and shared values that make the Council successful are embedded across the service and create an effective and efficient working environment to deliver Council priorities and pledges.
- Lead a risk based approach to delivering strategic transport projects, integrated schemes, maintenance works and third party works on the highway, whilst also taking opportunities to maximise external funding.
- Lead transport officer responsible for managing relationships with regional bodies, DfT, National Highways and adjacent authorities.

Supplementary Accountabilities

- Brief Councillors on key strategic issues pertaining to the service, enabling their involvement as appropriate and assisting them in their decision-making.
- Lead technical officer on all strategic aspects of transportation
- Inform, support and take responsibility for working practises to ensure that the service reduces its reliance on the Council’s base budget, developing commercial awareness in its day to day work
- Chair project boards and working groups as required associated with the delivery of key projects and strategic transport priorities for Swindon Borough Council and its partners.
- Review, and oversee key strategic projects with significant budgetary responsibility for both Capital and revenue spend, including strategic or term contracts with suppliers
- Oversee contract management of delivery partners through major commissions, and client manage the Operations Department in the maintenance of the strategic transport network, facilitating lessons learnt
- Ensure success & performance measures are realistic and deliverable, that they are monitored and reviewed, and that corrective action is implemented if required.
- Provide clear directional leadership and a motivational and inspirational environment for teams and individuals to develop
- Participate in the Council strategic emergency ‘on call’ rota as required

- To provide leadership and co-ordinate service delivery and performance in the following service areas;
 - Scheme Management and Project delivery client
 - Transport Planning policy, the Local Transport Plan and traffic management
 - Transport Development Management
 - Public Transport
 - Street works client
 - Highway maintenance client
 - Lead Local Flood Authority

Knowledge & Experience

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

- Proven ability of leadership at senior level within a Local Authority environment of the functions covered by the role.
- A proven ability of successful change management, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers in a more efficient way.
- Ability to work across organisational and professional boundaries, to make a contribution to the establishment of the desired organisational culture, to partnerships and to challenge inappropriate behaviour.
- Proven experience of successful financial management including budget formulation, including a track record of budget management and scheme cost management, an understanding of income generation in a Local Authority context, and the use of budgetary control and management as a driver for functional and cultural change
- A proven track record of establishing and sustaining a performance management culture, supported by effective and efficient management information systems
- Track record of developing staff, building effective teams and leading multi-disciplinary professional staff to achieve organisational aims and objectives
- An ability to lead and manage high profile projects and priorities
- Extensive experience of supporting decision makers, including Councillors and statutory consultees and strategic partner organisations to achieve agreed outcomes
- Experience of working with existing, new and emerging statute and using statutory processes innovatively to deliver improved outcomes for our residents
- Experience of contract management and major scheme delivery in a development context

Qualifications

- Educated to degree level or equivalent qualification with considerable relevant experience.
- Membership of, or eligibility for membership of, a relevant professional body

Decision Making

- Powers of delegation require the post holder to be comfortable taking complex and potentially sensitive decisions
- Can make effective decisions quickly and will act on own initiative in order to resolve problems
- Is able to accurately assess and manage risk
- Shows creativity in using intellectual capital and resources to deliver cost effective services
- Accountable for the successful operational delivery of the services

Creativity and Innovation

- Constantly reviews ways of working and identifies opportunities to improve the quality of work of the service
- Identifies creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership working where it is beneficial to Swindon

<p><u>Job Scope</u></p> <p>Number and types of jobs managed The postholder will be responsible for developing an affordable structure that covers the following areas in which direct reports are anticipated</p> <ul style="list-style-type: none"> • Strategic Allocations Transport Manager • Service Manager – Transport Policy and Traffic Management • Service Manager – Assets and TDM • Public Transport Service Specialist • Technical Programme and Strategic Place Delivery Manager <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Day to day running of the various professional services including contracts and scheme construction projects • Detailed budget monitoring • Implementation of staffing and performance matters 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Overall responsibility for the service area budget</p> <p>Revenue budget expenditure including budget income of c.£1.5m</p> <p>Capital Budget expenditure of c.£200m</p> <p>Various operational assets and equipment across all service areas Highway assets</p>
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<ul style="list-style-type: none"> • Inspections and highway works • Responses to planning matters 		
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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)

- Working in a collaborative manner with Members, Corporate Board, other directorates, external and internal stakeholders, community members and other bodies that interact with this role.

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).

- Team player capable of influencing and working within cross-functional teams at all levels
- Able to deal with ambiguity and the pace of change within local government, confidently making and standing by decisions in challenging situations and persisting with flexibility in the face of setbacks
- Having the confidence to speak out for what is best for Swindon, even when it is not easy to do so.
- Ability to make site visits throughout the Borough and attend meetings outside the Borough

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