

Job Title: Service Manager – Assets and Transport Development Management	Role Profile Number: RTH62
Grade: T Salary:	Date Prepared: February 2022
Directorate/Group: Strategic Development and Growth	Reporting to: Head of Strategic Transport
Structure Chart attached:	No

Job Purpose

Under the general direction of the Head of Strategic Transport be responsible for managing and leading functions related to the Highway and other relevant asset management, including rights of way, signals and structures, the activities of the Lead Local Flood Authority, pollution compliance of former landfill/land raise operations, Transport Development Management and Highway Agreements.

Responsibilities include interpreting, advising and applying national and corporate guidance to help formulate the Council’s policy and working practices on highway asset management and Transport Development Management, including managing the highway inventory data; and identifying and managing the implementation and prioritising future programmes of work and advising and representing the Local Authority at relevant Committees, Inquiries and Hearings.

As such, the role requires the postholder to manage and oversee the delivery of the Highway Authority’s statutory obligations in accordance with legislative requirements and underpin the role of the Borough Council as Highway Authority by providing the necessary advice, strategic leadership, expertise and information relevant to the role.

Key Accountabilities

To;

- Be responsible for managing a variety of Network Asset functions such as Highway Maintenance Standards, including rights of way and Surface Water Management activities; the exact composition of which may change on a periodic basis and lead on developing and implementing network maintenance objectives and work practices within maintenance work area.
- Manage and co-ordinate the Asset Management and Transport Development Management function to ensure the strategic service objectives and policies for the teams that are agreed with the Head of Service effectively integrate with statutory requirements, the overall objectives, policies and procedures of the Council and Central Government and that the service is integrated with other relevant functions of the Council.

- Produce and keep up to date the Council's Highway Asset Management Plan, and its constituent and related documents including ensuring that asset management practices are undertaken in a manner that supports sustainable methodologies.
- Ensure that operational practices are fit for purpose, in particular in predicting the future performance of the highway asset.
- Keep under continuous review the adequacy and validity of the Council's highway related information; determine and authorise corrections or modifications as required and manage disclosure of that information in accordance with the Highways Act 1980 and other legislative requirements.
- Create, implement and manage highway and flood water management policies and procedures to ensure efficient and effective service delivery; review and identify areas of improvement and modify the policies and procedure as and when required including discussion with Cabinet members and the submission of reports or decision-making briefs to secure agreement and approval.
- Apply legislation and where required, initiate and conduct legal processes including prosecutions, and represent the Highway Authority and Lead Local Flood Authority in legal proceedings.
- Be responsible for the strategic management of a variety of network management functions such as Transport Development Management, Section 38 and other technical Highway Agreements.
- Manage the delivery of the Transport Development responsibilities of the Highway Act through control and regulation of development on new and existing parts of the highway.
- Oversee the co-ordination and enforcement of Highway Agreements to ensure that the Highway Authority's rights and interests under those agreements are protected and realised.
- Oversee the receipt and determination of licence applications under the Highways Act 1980 or accompanying legislation ensuring that procedures are in place to process, maintain and determine such licences and that fees are received in a timely manner.
- Oversee the provision of formal advice in the determination of planning applications from the perspective of the Local Highway Authority and the Lead Local Flood Authority.
- Maintain an up to date risk register for the work of the section, highlighting potential risks to delivery and operation to the Head of Strategic Transport as soon as possible
- Manage and ensure the right staff and budgetary resources are provided in the right place at the right time, including producing accurate budget reports for both revenue and capital projects. The postholder must ensure that staff are appropriately skilled to undertake their roles and will be lead on recruitment and retention activities for the team.
- Lead the development and maintenance of the Service as an efficient, effective and economic service managing capital and revenue budgets and taking opportunities to maximise external funding.

- Keep under continuous review the adequacy and validity of the Council's highway related information; determine and authorise corrections or modifications as required and manage disclosure of that information in accordance with the Highways Act 1980 and other legislative requirements.
- With the Service Manager – Transport Policy and Traffic Management, pro-actively engage with Elected Members (through Ward Member briefings and Lead Member updates), Members of Parliament, Parish Councils and the General Public to provide a central point of contact in order to investigate and resolve technical and other Highway Authority related enquiries by maintaining a pro-active stream of Communication both internally and externally. This should include the preparation and maintenance of a register of highway improvement requests and their prioritisation.
- Produce regular update reports on performance and present to Boards and Committees as required.
- Manage and co-ordinate a robust system of processes for the defence of claims against the Highway Authority ensuring disclosure in accordance with the Civil Disclosure Rules. Instigate and conduct investigations into third party claims and ensure that audit trails are in place throughout the Strategic Transport function.
- Ensure that appropriate Health and Safety requirements are adhered to at all times, including particularly works on site.
- When required deputise for the Head of Strategic Transport.
- Work proactively with the Director of Operations in delivering maintenance activities which reflect the aspirations of local communities, and that contribute to making Swindon a more attractive and sustainable place.
- Work proactively with the Director of Operations in establishing clear KPI's and Service expectations for works on the highway, and monitor performance against those indicators.
- Oversee the design, procurement and delivery of highway maintenance related projects, including the procurement and management of construction term maintenance contracts as required.

Supplementary Accountabilities

To

- Represent the Borough Council as Highway Authority and Lead Local Flood Management Authority in engaging with relevant bodies in respect of Highway related aspects of regeneration and development.
- Act as the Highway Authority's representative in respect of proposals by third parties requiring change to the extent or status of the Highway Network.
- To have overall responsibility for the submission of data to the Department for Transport or other funding bodies for the purpose of determining funding allocation to the Borough.
- Oversee technical aspects of appointing Strategic Partners and be responsible for operational management of any Transport and Highway partnership contracts.

- Ensure that safety inspections and routine condition surveys are carried out on relevant assets to ensure that local targets for highway maintenance are achieved.
- Develop Council's highway asset valuation so that it becomes a more visible and understood part of the Council's asset management process.
- Be responsible as the Service Client for discharging the role in respect of the Construction Design and Management regulations, as appropriate to the requirements of the role.
- Represent the Council at local and regional meetings relative to the post role and to undertake when required media interviews.
- Anticipate the implications of new development on highway network.
- To provide Highway Authority approval and advice for schemes affecting new and existing highways.
- To manage and control fee income, contributions, commuted sums and other payments derived from Highway Agreements the Council's Advanced Payment Code and Highway Commuted Sums functions.
- To develop and contribute to the delivery of agreements under Section 38 and 278 of the Highway Act, including through negotiation with developers and applicants, including the preparation of cost estimates for relevant works and adoptions.
- Develop maintain and enforce policies to control the use of the highway by developers through legal agreements.
- Oversee and engage in negotiations with developers on the content of planning agreements in respect of design coding and securing financial contributions to mitigate the impact of the development, and to further the Council's over-arching aims and objectives with regard to sustainable development.
- Contribute to the provision of joined up advice on planning applications through a chargeable pre-app service and by meeting key deadlines in chargeable Planning Performance Agreements.
- Oversee the processing of applications in respect of the Section 38 and other technical Agreements from submission of proposals through to adoption of works.
- Prepare written statements or proofs of evidence and represent the Council at Planning Committee, Public Inquiries, appeals, hearings and other public events.
- Ensure that developers' highway works are designed to Borough Council standards.
- Working with the planning function, maintain, re-use and update the Borough Council's transport development control guidelines and documentation, including Transport Requirements for Developers, Parking Standards, Commuted Sums, Advance Payment Code, and fee levels for technical services.

- Identify training needs and develop an agreed programme of personal development with the Head of Strategic Transport
- Chair meetings, attending evening and weekend meetings outside normal working hours
- Undertake any other duties that can be accommodated within the grading level of the post

Knowledge & Experience

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

- Knowledge and understanding of Highway and Flood Management Legislation and Legal Processes.
- Knowledge of the Codes of Practice for Highway Maintenance Management, Road Lighting Management and Management of Highway Structures.
- Knowledge of the Manual For Streets, the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works.
- A working knowledge of health and safety legislation relevant to Highway Works.
- Substantial experience of, and ability to, represent the Council and explain and defend transport development management decisions at either Public Inquiry, Examinations in Public, Planning Committee and at public and other meetings with developers, Councillors and others.
- Substantial experience of Project Management and the procurement and management of contractors.
- Experience of working with Transport Assessments and making Highway Authority recommendations in a complex environment.
- Relevant knowledge of the application of appropriate policies, various highway legislation such as the Highways Act 1980 & NRSWA, the planning process, techniques of technical assessment (s38, s106, s278, commuted sums, CIL, Advance Payment Code, etc.)
- Detailed technical knowledge of highway design and construction standards and guidelines, together with a full understanding of relevant planning and highway legislation.
- A track record of sound financial management.
- Developed communication skills with evidence of effective written and oral skills including presentation, advocacy, negotiation and effective consultation
- Ability to work under pressure, personal independence, and decision making skills.
- Sound report writing skills with experience of drafting reports for – and presenting to - decision making bodies.

- Substantial Experience of working with developers, the public, and Councillors.
- Experience of working on a regional level with external parties, government bodies and other professionals.
- Substantial Managerial Experience.
- Experience of MS Office and bespoke IT packages and systems relevant to the role.
- An ability to undertake site visits.

Qualifications

- Educated to degree level in relevant discipline with significant evidence of relevant experience or compensatory experience.
- Appropriate membership or eligibility to join Chartered Institute of Highways & Transport, Chartered Institute of Engineers or similar in related field.

Decision Making

- Ability to think laterally, scanning the broader environment to seek links and connections that may not immediately be apparent.
- Application of engineering skill and judgement in the proposal and evaluation of solutions to complex engineering asset management problems. Decisions impact on whole life cost and performance of as-built assets – and on public safety.
- Application of technical skill and judgement in the proposal and evaluation of solutions to complex network management problems. Decisions impact on the day to day driving experience of users of the road network

Creativity and Innovation

- The post holder will be required to regularly use their own initiative, experience and judgement to assess the acceptability of complex development proposals, to the management of assets, to the decisions and advice of the Lead Local Flood Authority and to the Council's over-arching aims and objectives, and in order to ensure workable and safe solutions.
- Use of initiative, experience and judgement to assess the acceptability road layouts that may fall outside of current guidelines seeking through initiative and creativity, workable solutions to highway issues.
- Initiative is also required when preparing and contributing towards design guidance and future working practices, giving appropriate consideration to the significant growth proposals for the Borough and neighbouring local authorities.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed 8 direct reports</p> <ul style="list-style-type: none"> • Highways Project Design Manager • Compliance Officer • Rights of Way and Highway Information Manager • Senior Asset Engineer • Bridges and Structures Manager • Principal Transport Manager • Highway Agreements Manager • Project Manager <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Day to day operation of the areas of expertise covered by the above posts • day to day running of the various professional services including contracts and maintenance scheme construction projects 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>Responsible for management of a number of delegated capital and revenue budgets. These budgets include a staff trading account of approx. £350,000 and an integrated and maintenance capital works budget with a value of cover £4,000,000 per annum</p> <p>In addition, the post has authorisation for placing of orders and payment of invoices relevant to those schemes.</p> <p>Delivery of schemes with value of over £8m+ per annum. Actual value may vary year on year.</p> <p>Responsible for managing SBC’s highway assets including the road network, and for overseeing the impacts of development on them. This includes Transport, Highway and Bridge Stock which has an estimated gross replacement cost in excess of £1 billion. In addition manages input into design process by others of projects that impact on future management of highway and bridge asset.</p> <p>Responsible for the Councils role as Lead Local Flood Authority. Responsibilities for reservoirs and other major water bodies, and for monitoring of landfill/raise sites.</p> <p>Asset owner for e-modelling and asset management packages.</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)

- External organisations, Government bodies and service providers
- Committees, Cabinet, Scrutiny and other decision making bodies
- Senior Officers at all levels across the Council
- MP’s
- 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).

- Site visits and inspections will be required to be undertaken in accord with Health and Safety legislation. All Jobs have the responsibility to comply with the Directorate Health & Safety Policy and with Swindon Borough Council’s Policy on Diversity and Investors in People.
- The post-holder is required to implement and/or monitor quality assurance initiatives and standards for the effective and efficient provision of services within the team and provide quality service to all customers taking every opportunity to enhance the image and reputation of the Council

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