



Role Profile

Job Title: Service Manager Transport Policy and Transport Management	Role Profile Number: RTH61
Grade: T	Date Prepared: February 2022
Directorate/Group: Strategic Development & Growth	Reporting to: Head of Strategic Transport
Structure Chart attached:	No

Job Purpose

Through the powers available to the Council, to ensure that Swindon's roads enable the safe and efficient movement of traffic by leading the Transport Policy, traffic management and network management functions, providing high level technical management an oversight to all activities associated with it including accountability for interpreting, advising and applying national and Corporate guidance to help formulate the Council's policy and working practices on Transport Policy, Traffic Management and Streetworks activities and in identifying and prioritising future programmes of work.

Critical to this work is the production and updating of the Local Transport Plan and associated policies and strategies that support the strategic direction established in the LTP and deliver positive solutions for the Borough. Key to the role is an understanding of, and the wider social, environmental and economic context, in particular the work of England's Economic Heartland and other pan-regional bodies, the Economic Strategy and the Local Plan, and ensuring that transport contributes to the priorities and aspirations contained therein.

The postholder will also led the Council's contribution towards moving to zero carbon and will lead all aspects of traffic and network management ensuring that activities are appropriately co-ordinated and that Ward Councillors, businesses and residents are informed and involved at the earliest opportunity.

Key Accountabilities

To

- Lead on the development and implementation of Network Improvement activities and be responsible for managing and implementing a variety of Network Improvement functions and practices such as Transport Policy, Strategic Transport Schemes Development, Transport Behavioural Change, Traffic

Engineering activities and network management, the exact composition of which may change on a periodic basis.

- Take responsibility for key recommendations to decision makers through formal cabinet reports where significant budget decisions are being taken beyond the significant delegated authority afforded to this post and/or where recommendations are made for the future management of those budgets.
- Deliver an effective highways and transport system which reflects the requirements of strategic development, the aspirations of local communities and that contributes to making Swindon a more sustainable and attractive place.
- Lead on the development and implementation of the Swindon Road Safety Strategy and all aspects of road safety engineering, design, data monitoring, education and training.
- Lead on the development and implementation of Highway enforcement as required.
- Establish and deliver transport priorities for the Borough, and to produce and implement relevant strategies, policies and plans, commissioning services which are central to the delivery of the Councils strategic objectives as necessary.
- Lead a wide range of managing Network Improvement functions the exact composition of which may change on a periodic basis
- Hold senior responsibility for assessing, establishing, implementing and reviewing the Council's Transport Strategy including the commissioning of themed strategies and delivery plans such as the Parking Strategy, Cycle Strategy, Freight Strategy, Lorry Parking Review and provide a Transport Policy input into the Local Plan.
- Develop and implement policies and proposals to assist in the move towards a low carbon transport network including the development of sustainable fuel infrastructure and exploring opportunities for external funding streams to further these activities.
- Work with internal and external partners such (but not limited to) England's Economic Heartland, the Western Gateway, the Swindon and Wiltshire LEP, surrounding LEPs and local authorities, The Department for Transport, the Department for Leveling Up, Housing and Communities, National Highways and Network Rail to develop transport solutions that benefit the delivery of strategic transport priorities for Swindon including maximising the full potential for Government funding and leading on strategic multi-agency projects as appropriate.
- Attend meetings of the Borough Council to give highway and transportation advice to both internal and external parties.
- Oversee the delivery of activities covered by the Traffic Management Act through the control and regulation of activities on the highway and other activities, including regulation of parking, that impact on the flow of traffic to reduce congestion for all modes of transport
- Develop a forward programme of advance design of Major Improvement Projects, linked to the condition of the network, development opportunities, Ward member priorities and available funding, leading on the planning and delivery of feasibility studies that contribute to future improvement schemes.
- Lead meetings with Ward Members Localities, Residents Associations, Parish Councils and the like to discuss Transport issues.

- Make highway and transportation observations on Government consultations and engage in responses to strategic planning applications.
- Lead the Council's response in ensuring that traffic management measures around schools are fit for purpose, reflect the most up to date guidance available and provide as safe an environment as possible for those who use the highway in the vicinity of schools.
- Oversee all activities associated with highway closures and amendments to speed limits, parking restrictions including residents parking and similar initiatives, including the preparation of relevant orders for permanent and temporary closures and the lawful introduction of additional restrictions or interventions.
- When required deputise for the Head of Strategic Transport.

Supplementary Accountabilities

To

- Take responsibility for Traffic Engineering and Management including the making and advertising of TRO's and Network Management Planning.
- Manage the compilation and analysis of road safety casualty information and promote road safety and school travel.
- Provide Highway Authority approval and advice for all developer schemes affecting new and existing highway.
- Negotiate with developers and agents with respect to highway and transportation aspects of street works, other technical agreements, and planning applications.
- Set in place procedures to consistently review and prioritise requests for action from Members of Parliament, Ward Councillors, Parish Councils, Residents Associations and others in line with an agreed model.
- Lead on the development, procurement and delivery of major scheme bids, including Park and Ride projects and other sustainable travel initiatives.
- Liaise with and respond to the Traffic Commissioner in respect of proposals for activities that are likely to significantly increase or amend highway use.
- Ensure that Utility highway works are completed to Borough Council standards
- 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:

- Extensive experience in Traffic Management or Transport Planning/Policy issues.

- Proven track record in managing Transport Policy development and implementation and managing teams working on either transport policy or traffic engineering or network management matters including the advising on the development of policies and working practices. In the absence of a professional qualification then extensive, significant and well-evidenced appropriate experience may be considered.
- Knowledge of the key functions of a local highway authority.
- Working knowledge of Best Practice in Highways and Transport and Guidance in documents such as Department of Transport Traffic Advice Notes, the Manual for Streets, the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works.
- Knowledge of the application of appropriate policies, various highway legislation such as the Highways Act 1980 & NRSWA, the planning process, techniques of technical assessment
- A detailed knowledge of current relevant policy and guidance, including statutory requirements, plus knowledge of the planning system in particular the role of the Local Plan and Local Transport Plans.
- Experience of representing a Local Highway Authority, explaining and defending Traffic Management and Transport Policy decisions at various meetings, including public inquiries, Council meetings and at other public meetings.
- Ability to work under pressure, personal independence, and decision making skills.
- Proven track record of verbal and written communication including advocacy, negotiation, effective consultation and excellent report writing skills.
- Substantial Experience of working with developers, the public, and Councillors.
- Substantial experience of managing staff including development and performance and in the management of significant capital and revenue budgets.
- 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.
- Experience of working on a regional level with external parties, government bodies and other professionals.
- Experience of MS Office and bespoke IT packages and systems relevant to the role.
- An ability to undertake site visits.
- The post holder is encouraged to work with other team members and peers to discuss issues and learn from good practice elsewhere, and to advise team members on appropriate actions with regard to complex proposals.

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 professional body in a 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 technical skill and judgement in the development and implementation of policy and evaluation of solutions to complex traffic management and network problems. Decisions impact on cost and performance of the network and on public safety.
- Decisions impact on the day to day driving experience of users of the road network
- Decisions on orders and invoicing to a value appropriate to the level of responsibility of the role
- The post-holder is required to prepare advice on behalf of the Head of Strategic Transport on Highway Authority issues on a regular basis concerning all matters within this work area. This advice and recommendations can have political and legal repercussions and the highways through new neighbourhoods can last for decades.

Creativity and Innovation

- The post holder will be required to regularly use their own initiative, experience and judgement to develop policy, within national, sub-regional and local guidelines and proprieties and assess and oversee traffic management developments, proposals and schemes and co-ordinate network management works, ensuring 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.
- The post holder will further be required to work with very senior council officers and Councillors, company and development directors, etc., to create innovative solutions for a range of proposals and requests for highway related developments or improvements.
- The role requires original thinking and planning on a day to day basis in order to carry out duties including the formulation of solutions and construct systems in areas where no previous guidance or models exists.
- Seek new processes to support delivery and value for money both internally and externally

<p><u>Job Scope</u></p> <p>Number and types of jobs managed 6 direct reports</p> <ul style="list-style-type: none"> • Transport Planner • Travel Plan Officer • Traffic Manager • Network Manager • Streetworks Manager • Carbon Reduction Transport Officer <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Day to day senior technical management and oversight of their areas of specialism • day to day running of the various professional services including contracts and streetworks activities 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>Responsible for management of a number of delegated budgets for both staff and capital schemes including £790,000 staff trading budgets and capital schemes that may be up to, or over £1,000,000. In addition post has authorisation for placing of orders and payment of invoices of substantial amounts.</p> <p>Responsible for managing SBC's Policies and Working practices on transport planning and congestion and casualty reduction. In addition manages input into design process by others of projects that impact on future management of highway asset.</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
- Detailed advice, assessment and evaluation of development proposals must often be given where the outcome is not straightforward and will be contentious or complex. This may particularly be the case when dealing with accident related issues. Therefore the post holder requires tact and sensitivity when dealing with members of the public. It is also necessary to use tact and persuasion when communicating with developers, agents and other external bodies to negotiate for highway contributions and improvements.

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:	