



## Role Profile

<b>Job Title:</b> Highways Asset Manager	<b>Role Profile Number:</b> RTH66
<b>Grade:</b> S	<b>Date Prepared:</b> September 2022
<b>Directorate/Group:</b> Strategic Development & Growth	<b>Reporting to:</b> Service Manager- Assets and Transport Development Management
<b>Structure Chart attached:</b>	No

### Job Purpose

Under the general direction Service Manager Assets and Transport Development Management, to lead the team responsible for the delivery of highway asset management, programming, planning and valuation functions, including the drafting and updating of strategic Asset Management policy, strategy and plan documentation as required. To support the delivery of the Council's responsibilities as Highways Authority and Lead Local Flood authority.

### Key Accountabilities

The post-holder will take personal responsibility and demonstrate competence in the following duties:

#### **Management**

- To lead in the day-to-day management of a broad team of Highway Asset and Lead Local Flood Authority professionals, encompassing the following complex engineering disciplines: carriageways; footways; footpaths and cycle paths; surface-level car parks; drainage; flood risk; street lighting and traffic signals.
- Prepare grant applications and bid documentation to obtain additional internal and external funding in support of asset maintenance or improvement schemes.
- Manage team to prepare and present business cases and project summary reports to Project Boards to seek approval to spend funding.
- Allocate and monitor both capital and revenue budgets within area of responsibility.
- Provision of monitoring, management and technical reports to the Senior Highways Management Team to support the allocation of medium term budget and programmes.
- Identify and make recommendations to the development and maintenance of the Business Unit as an efficient, effective and economic service (including, when required, championing various areas of best

practice).

- Lead in the recruitment; selection; training and discipline of staff including undertaking staff appraisals and staff meetings; manage sickness absence; leave; capability and performance.
- Create and maintain an appropriate working culture within the team by inspiring; developing; mentoring; coaching; persuading and motivating team members in order to deliver a high quality and cohesive service.
- Represent the team, department and the authority at internal; local; regional and national level including liaising with other professionals; stakeholders and working parties in connection with the post holder's field of work.
- When required, deputise for the Service Manager.

### **Asset Management and Flood Risk Management**

- To review, develop, manage and implement the Council's long-term policy, strategy, and plans for management of the highway asset encompassing the following complex engineering disciplines: highways; surface-level car parks; drainage; flood risk; traffic signals and street lighting.
- To promote asset management led maintenance procedures within the local authority and with external stakeholders on a local and regional level in accordance with emerging guidance and best practice including the Code of Practice 'Well Managed Highways' and HMEP Asset Management Guidance.
- Lead on the development, implementation and operation of a departmental wide Highway Infrastructure Asset Management System (IAMS) including responsibility to ensure users are fully trained and the system delivers outcomes identified by end users.
- Manage the procurement of highway asset condition assessment surveys and carry out interpretation and assessment of the results including creating, measuring and reporting National and Local Performance to manage asset and service performance, facilitate bench marking and promote continuous improvement.
- Lead in the development & management of the Borough's scheme identification and prioritisation systems, applying a risk based and whole life approach to optimise the management of highway assets within available funding and balance competing demands of national performance targets; community concerns; political direction in providing a balanced overall highway capital and revenue work programme.
- Manage the condition of highway assets as part of an integrated approach to asset management, leading on the creation and planning of medium term highway and LTP maintenance programmes in support of the Council's delivery plans.
- Liaison with stakeholders including elected members, officers and the public in relation to the development of work programmes and routine maintenance.
- Implementing and managing an Asset Valuation approach to highway assets and ensuring full compliance with emerging national financial requirements including Whole of Government Accounts (WGA).
- Provide expert guidance and advice of the implications of new legislative proposals/statutory requirements relevant to the post holder's area of work and the effects for the Council and business.
- To manage flood risk, the delivery of action plans linked to the Local Flood Risk Management Strategy and implementation of Sustainable Urban Drainage Solutions (SuDS).

## **Design and Construction**

- Fulfil the role of project sponsor and budget manager as required for allocated capital budgets.
- Manage and lead the team in the procurement and management of minor maintenance and improvement schemes including preparation of designs; construction drawings; specifications; schedules and bills of quantities including carrying out the duties of Principal Designer or Designer where required by the CDM Regulations.
- Appointing; directing and co-ordinating the activities of team members; consultants; contractors and operational staff undertaking surveys; studies; designs; improvement or maintenance works.
- Provide expert engineering design advice to other departments within the Council and developers on matters relating to highway infrastructure assets, reviewing and analysing issues presented; identifying the best technical solution to ensure that the best long term solution is implemented.
- Ensure all projects are undertaken in full compliance with relevant legislation and policies relating to health & safety, conservation, the environment and highway works including preparing and reviewing risk assessments, method statements and safe systems of work.

## **Planning and Development**

- Supervise team to provide technical support to the highway development team on planning applications and developments; including advice on asset management requirements and design standards, and interpretation of technical information supplied to evidence the design of highway infrastructure assets.
- Provision of expert guidance and advice on technical submissions for highway pavement infrastructure assets associated with Sections 38, 278 Highways Act 1980 and Section 106 agreements under the Town and Country Planning Act including carrying out detailed audits of designs assessed by others.

## **Supplementary Accountabilities**

- Taking reasonable care so as not to endanger yourself or other persons whilst at work in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work regulations 1999.
- Co-operating with the Council to enable it to comply with its statutory duties for health and safety including working in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your line manager of any hazardous situations or risks of which you are aware.
- Undertake responsibilities as manager and employee as detailed within the Directorate Health and Safety Policy.
- Comply with Data Protection and Freedom of Information regulations and take reasonable care to ensure that personal data is only recorded, transferred and disclosed in accordance with Council procedures.
- Ensure compliance with Standing Orders, Financial regulations and all relevant legislation in respect of capital and revenue maintenance activities.
- Contribute to the implementation of corporate and departmental service reviews, business plans and projects to achieve Best Value; continuous improvement and effective and efficient delivery of the service.

## **Knowledge & Experience**

- Comprehensive knowledge of the principles, theory and practice of one of the specialised technical engineering fields within area of responsibility with the ability and experience to apply this knowledge in new and varied circumstances.
- Substantial knowledge of other specialist fields within area of responsibility and an understanding of the relationship with other specialist fields with the Department.
- Substantial experience in both the management & design of diverse and complex highway infrastructure assets, specifically including advising on the development of policies and working practices in this area.
- Experience of managing contracts and of procuring external suppliers and contractors, combined with ability to develop frameworks for developing specifications and contract documentation.
- Substantial knowledge and experience of relevant infrastructure asset management systems
- Substantial knowledge of standards, codes of practice and guidance relating to Highway Infrastructure Assets and Flood Risk Management.
- Substantial knowledge of Health & safety legislation including the CDM regulations.
- Comprehensive knowledge of relevant legislation and best practice.
- Ability to represent the Council; provide expert guidance and advice and explain and defend Highway Asset Management decisions at various meetings, including council meetings, and at public and other meetings with developers and others.
- Ability to deliver projects/services to the specified quality, on time and within budget.
- Ability to develop and review the implementation of annual plans for area of responsibility, taking account of business and customer requirements and reconciling competing demands.
- Evidence of continuous professional management and leadership development.

## **Qualifications**

- Level 6 Qualification or Degree in Civil Engineer or related discipline or compensatory experience.
- Member of Institution of Highway Engineers, Chartered Institute of Highways and Transport, Institution of Civil Engineers or equivalent, or eligibility to join.
- Driving licence and ability to make site visits and attend meetings across the Borough.

## **Decision Making**

- The post-holder will need to be able to prioritise the workload of themselves and others to react to incidents and events in challenging circumstances. Decisions may have to be taken rapidly and can be of major direct impact to public and employee safety; road network availability; usage; congestion and budget.
- Decisions on a broad range of complex issues are required on a daily basis, including the application of engineering skill and judgement in the proposal and evaluation of solutions to challenging engineering problems affecting the whole-life cost; safety and performance of assets.
- Negotiating; agreeing and prioritising budgets; identifying schemes, securing Business Case approval;



<ul style="list-style-type: none"> <li>• Checking drawings and plans</li> <li>• Site decision making</li> </ul>		
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**Contacts and Relationships**

- The post holder communicates at a high level, both orally and in writing, in order to provide expert professional advice or exchange information with a wide range of contacts including senior management; Elected Members; external organisations and government agencies; consultants and members of the public on a routine basis.
- Tact and persuasion is required to interact with stakeholders at different levels of the business and with outside parties when engaging in formal communications regarding the impact of policies and works in order to influence behaviours and persuade stakeholders to think and act differently.
- A high level of communication is integral to this post and will involve constant communications with members of the team and will include one-to-one and team meetings and with individuals and groups external to the team.

**Other Key Features of the Role**

- The role is predominantly office based but may require periodic site visits which may be in disagreeable and in unpleasant surroundings/conditions including being exposed to live traffic and occasional lone working.
- Contact with the public may occasionally be confrontational.
- Occasional attendance at evening meetings may be required to liaise with Elected Members; Parish Councils and Community groups to fulfil the duties of the post.

**NOTE:**

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post-holder.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	