

<b>Job Title:</b> Highway Asset Manager	<b>Role Profile Number:</b> SBC_12003
<b>Grade:</b> Level 12	<b>Date Prepared:</b> December 2023
<b>Directorate/Group:</b> Inclusive Economy and Sustainability	<b>Reporting to:</b> Head of Strategic Transport
<b>Structure Chart attached:</b>	No

## Job Purpose

As the Highway Asset Manager you will lead the Asset Team and ensure we target and plan our investments to maximise the life of our assets as our town continues to evolve and grow. You will be responsible for the delivery and periodic review of the Highway asset Policy, Strategy & Plans, including detailed plans for individual asset groups. In this key role, you will be managing the development and maintenance of these asset management plans, including the co-ordination and development of asset inventory data for all assets, condition data, deterioration modelling, lifecycle plans, whole-life costs and service levels to meet national guidance and standards.

## Key Accountabilities

- To be the controlling mind and lead 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; structures; surface-level car parks; drainage; traffic signals; street lighting; Highway and landfill compliance; Public Rights of Way; Highway records; reservoirs and LLFA function
- Promote the Strategic importance and role of highway asset management within SBC and to wider stakeholders
- Provide strategic asset management advice to support the end to end management and delivery of Highway services, and the development of innovation and opportunities to support the challenges of a declining asset and constrained funding.
- Provide support to the Council in the development of the LTP in relation to the role of asset management.
- To review, develop, manage and implement the Council’s long-term policy, strategy, and detailed plans for management of the highway assets.

- Develop and manage Service Level Agreements for the Highway Asset, operational service, wider Highway teams and with other service areas.
- Prepare grant applications and bid documentation to obtain additional internal and external funding, e.g. Incentive & Challenge funds, 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.
- Effectively manage and coordinate the participation and reporting processes for the Highways service including Local Transport Plan, Whole of Government Accounts and the South West Highways Alliance etc.
- Allocate, manage and monitor both capital and revenue budgets within area of responsibility.
- 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.

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

- To review, develop, manage and implement the Council's long-term policy, strategy, and detailed plans for management of the highway asset encompassing the following complex engineering disciplines: highways, structures, 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.
- 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**

- Manage and lead the team in the procurement and management of 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**

- Manage and support the asset team in providing technical approval support to the highway development team on planning applications and developments; including advice on asset management requirements, design standards, and interpretation of technical information supplied to evidence the design of highway infrastructure assets.

### **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**

*The role holder must have knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Substantial knowledge and experience of Highway Asset Management.
- Extensive senior management experience leading technical teams in Highways
- Ability to translate strategic information into project specific operational requirements.
- Extensive knowledge of the specialist fields within area of responsibility and an understanding of the relationship with other specialist fields with the Department.
- Authoritative knowledge of the principles, theory and practice of at least 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 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 infrastructure asset management systems, e.g. WDM
- 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, 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.
- Familiarity with Local Authority decision-making and governance.
- Deep understanding of Asset Management Principles, Practices and methodology
- Extensive knowledge of relevant Highway industry codes of practice, such as Well-Managed Highway Infrastructure and HMEP guidance.
- Experience of consultant appointments, construction contracts, warranties and legal aspects of Highway projects.
- Expert knowledge and implementation of relevant Highway related legislation
- 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**

### **Essential**

- Degree in Civil Engineering or similar relevant subject and extensive experience.
- Chartered or Incorporated Engineer with corporate membership of relevant professional institution such

as ICE (or equivalent).

- An Asset Management qualification (IAM Diploma or higher preferred) and membership of the IAM or similar.
- The job requires continual professional development to ensure an awareness of the development of new professional and industry practices and to maintain competence.
- Ability to make site visits and attend meetings across the Borough.

#### **Desirable**

- Ability to drive.

#### **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; monitoring progress and adjusting resources or priorities to meet goals.
- Prepare advice and recommendations for Council policy and working practices on asset management,

#### **Creativity and Innovation**

- The post holder is required to seek through their own initiative and creativity, workable solutions to multi-faceted and complex problems and produce innovative and creative ways of managing often unique highway infrastructure assets. In addition, tight deadlines and limited resources often prompt creativity and innovation within the bounds of accepted good practice.
- The role requires continual professional development to ensure an awareness of the development of new professional and industry practices.
- The role requires creative thought and planning to respond to changing Council and National priorities and Legislation to be able to provide advice and actively promote compliance.
- The need to be innovative and creative is important to drive continuous development and produce efficiencies and better ways of working

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• The role manages a broad team of up to 14 Highway Asset and Lead Local Flood Authority professionals, encompassing the following complex engineering disciplines: carriageways; footways; footpaths and cycle paths; Structures; RoW, surface-level car parks; drainage; flood risk; street lighting and traffic signals.</li> <li>• <i>Various</i> – Procure, appoint; direct and co-ordinate the activities of consultants; contractors and operational staff undertaking surveys; studies; designs; improvement or maintenance works.</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Management of highways assets</li> <li>• Developing programmes of works</li> <li>• Delivery of the annual capital maintenance programme.</li> <li>• Site inspections</li> <li>• Checking drawings and plans.</li> <li>• Site decision making.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <ul style="list-style-type: none"> <li>• Capital maintenance budgets circa £4 million per annum.</li> <li>• Revenue budget circa £300k per annum.</li> <li>• Ad-hoc multi-million pound additional one- off capital allocations</li> <li>• Manage income generating services and recover 3<sup>rd</sup> party damages</li> <li>• Authorisation to place orders and approve payments of invoices to the value of £1m</li> </ul> <p>In excess of 880km of carriageway asset, 400+ Structures. Gross replacement cost circa £1.45bn.</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).*

- 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**

*(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).*

- 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>	