



JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place Directorate

Job Ref Number: 03253

Service Area: Highways

Grade: 16

Job Title: Head of Highways Asset and Local Management Services

PURPOSE OF JOB:

Manage the delivery of services for area of responsibility.

To lead on the development and improvement of the Highways Asset and Local Management Services so that it has the capacity and capability of delivering the objectives in the Highways Infrastructure and Asset Management Plan (HIAMP), Corporate Plan and other highway policies/strategies.

Continuously look for synergies and efficiency savings across area of responsibility.

To ensure the way in which resources (financial, people and property) in the Service are managed reflects the agreed culture and style of the County Council.

The post holder will be part of the highways management team working collaboratively with the Assistant Director and fellow Heads of Service to deliver an effective and efficient highways service for Lincolnshire.

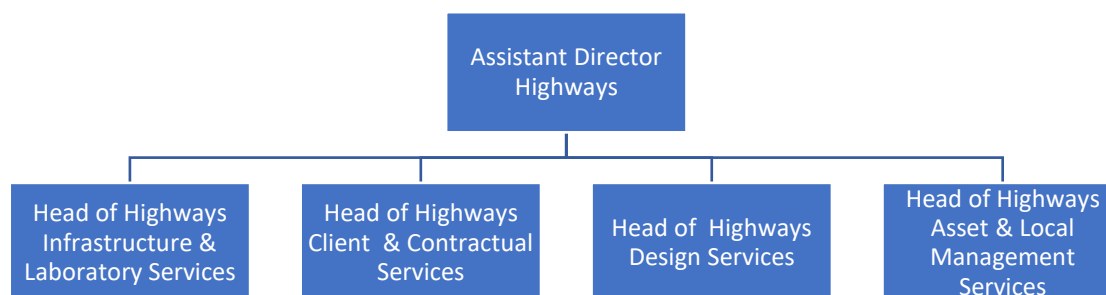
To contribute to the development of a capital forward works programme based upon the budget strategy, the principles of the HIAMP and local needs identified via the local highways management team.

To lead on the development of routine maintenance activities for infrastructure assets across the county and external partners to deliver services on behalf of the Council.

To lead on the delivery of the Customer Engagement and Liaison Strategy to deliver a transparent asset and highways management service to the Executive Portfolio Holder (s), County Councilor's, road users and members of the public.

To work with the Executive, the relevant portfolio holder(s) and elected members in delivering a customer focussed Highways Service and provide support to the democratic processes of the Council.

To take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.

TEAM STRUCTURE:**MAIN DUTIES:**

1	<p>Providing strategic leadership and management to deliver the agreed priorities, working collaboratively with other teams across the highways service area.</p> <ul style="list-style-type: none"> • Maximising the impact of resources and value for money to achieve improved outcomes. • To contribute as part of senior management to the creation of one organisation, giving leadership to the communities Lincolnshire County Council serves, working effectively in partnership with others to develop effective corporate solutions to the challenges the Council faces • Demonstration of the Council's Core Abilities at Senior Management level <ul style="list-style-type: none"> • Personal Leadership • Being Future Focused • Political and Commercial Astuteness • Supporting a High Performing and Flexible Workforce • Drive for Results
2	To lead the council's approach to delivering a robust and effective highways asset and local management teams to provide a programme of works which meets the requirements of the HIAMP and local needs.
3	<p>To lead a portfolio of services including:</p> <ul style="list-style-type: none"> • Asset management team • Local management team • Lincolnshire Road Safety Partnership
4	To work collaboratively with other Heads of Service to deliver the HIAMP and the council's Corporate Plan and ensure your teams contribute to achieving those ambitions
5	To work with The Executive, the relevant portfolio holder and elected members to assist in the realisation of the Council's vision, aims and objectives and to support the democratic processes of the council.
6	To establish and develop effective partnerships to enable delivery of the service objectives, with other statutory agencies and with the private and voluntary sectors.
7	To ensure the way in which resources in your service area are managed adhere to the agreed culture and style and smarter working principles of the council.
8	To act as a role model to other managers and staff helping them to manage uncertainty and to respond positively and creatively to changing expectations.
9	To optimise the resources and infrastructure available to the Council, and ensure they are utilised effectively and efficiently. To look to continuously improve the services provided identifying value for money savings and managing within allocated budgets.
10	To contribute to the development of leadership potential and talent across the Council coaching and lead, inspire and motivate staff to achieve performance excellence in delivery of services to the public.
11	To take ownership of the aim to deliver excellent customer service, incorporating the Council's equality and diversity objectives and help the council to achieve best practice in all it delivers.
12	To be responsible for Health and Safety matters and activities undertaken within your portfolio of services and within the Place directorate.

13	To contribute to the development of strategies and policies for those areas of responsibility and across the Highways Service area.
14	To look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
15	To be the focus for the public interface including the media on highways asset and local management service related matters.
16	Will participate in the tactical duty rota and be available to be on call for the highways rota to provide cover to deal with occasional emergencies as required

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
QUALIFICATIONS			
The post holder will be educated to degree level or equivalent, hold a relevant professional qualification and will be an experienced manager, who must demonstrate, through knowledge and experience, that they can effectively carry out the duties of the post	A/I	✓	
IEng or CEng; a Management Qualification would be an advantage. Significant experience in a similar environment including senior management experience	A/I	✓	
Knowledge: <ul style="list-style-type: none"> Public Service Initiatives Central Government strategies and the implication of these for the future of the service/County Council Health & Safety Legislation (IOSH or LCC's equivalent) Diversity & Equality policies and strategies for both staffing and service provision Management and Improvement of Highway Infrastructure 	A/I	✓	
Skills: <ul style="list-style-type: none"> Budget and financial Management Developing and managing contracts Project and Risk Management Service and Business Planning Performance Management Effective use of Information Effective interpersonal skills Effective negotiation and influencing skills Management and Leadership of People Implementing and managing organisational change Identifying different ways of 	A/I	✓	

looking at issues by formulating alternative approaches			
<ul style="list-style-type: none"> • Excellent presentation, written and verbal communication skills • Excellent interpersonal skills • Excellent understanding of financial systems, budgetary monitoring and systems • Effective management of budgets • Demonstrable experience of managing and implementing change • The ability to quickly establish strong positive relationships across the organisation at all levels, including elected members • The ability to influence others effectively • The ability to establish credible relationships across partner and other external organisations that command professional confidence • The ability to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to develop and maintain services in a constantly changing environment 	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.