

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03763

Service Area: Highways Client

Grade: G12

Job Title: Street Works and Permitting Manager

PURPOSE OF JOB:

The **Street Works and Permitting Manager** leads and coordinates the operational delivery of the Lincolnshire Permit Scheme and Street Works Service. Taking the leading role in the management and development of the Street Works team in relation to all operational, technical, performance and financial matters.

To be responsible for up to 35 staff hybrid working across offices countywide, ensuring effective communication is maintained to manage and develop the Street Works and Permitting Team, providing continuity of service for the road users of Lincolnshire.

Ensures that the objectives of the Lincolnshire Permit Scheme and the Lincolnshire Street Works Charter are delivered.

Continually improve how works are carried out in the highways by sharing new techniques, ideas and product information to foster collaborative working and protect the highway asset.

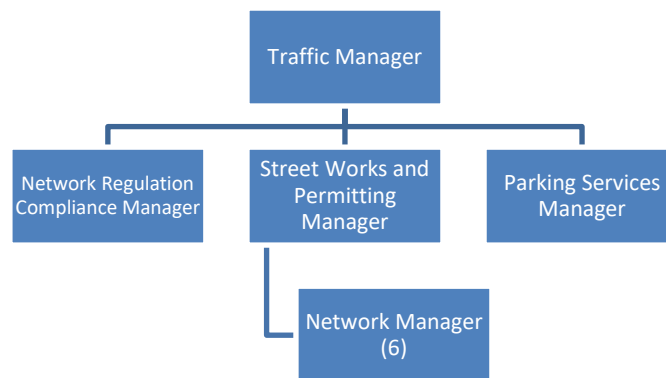
Ensure that works are prioritised carefully to ensure that disruption is minimised to the majority of road users by implementing effective Traffic Management measures on the network.

Develop and maintain strong and effective relationships with other service areas and private sector providers.

Plan and implement continuous improvement strategies to achieve best practice in service delivery, identifying areas for improvement and developing change strategies in the context of the Council's strategic plan. Aspects to include effective contract and budget management, staff management and governance, setting quality and professional standards as appropriate.

To deputise for, represent and assist the Traffic Manager.

As a senior manager 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.

STRUCTURE CHART:**MAIN DUTIES:**

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

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| 1. | <ul style="list-style-type: none">• Be the lead professional for the operational management of the Lincolnshire Permit Scheme and compliance of street works. To ensure the service is delivered in compliance with national legislation, the County Council policies, operating procedures and objectives.• Managing the availability of road space required for works undertaken on behalf of the highway authority, utility providers, events (including teams attendance at Safety Advisory Groups and liaison with partner organisations) and other purposes including liaison with neighbouring areas and authorities.• Develop annual reports for the Lincolnshire Permit Scheme• Managing the vehicle crossing (S184) service area• To be responsible for working with the Network Regulation team in reviewing and developing procedures and standards for the Countywide Street Works and permitting service improvements.• Recommend improvements to senior management with supporting evidence for the Lincolnshire Permit Scheme in relation to<ul style="list-style-type: none">- Policy development- Technical amendments- Financial income against expenditure• Ensure all permit and Street Works matters are carried out in accordance with the current legislation and Lincolnshire policy to ensure full compliance and a countywide uniformity of delivery• Consider and recommend potential prosecutions resulting from breaches of current legislation• Implement changes to Lincolnshire policy, procedures and systems.• Ensure the service and directorate objectives are achieved on time and to budget• To ensure records of all street works activities are maintained and supply comprehensive information as required for reporting, statistical and analysing purposes• To respond to and resolve all enquiries from members of the public, Councillors, stakeholders and other departments of the Council and to take appropriate action when required• To ensure that all work undertaken by the Streetworks and Permit Team is within the framework of the Quality Management System.• To undertake any other duties within the general scope of the post as required. |
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2.	• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with all stakeholders. • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Maximise the impact of resources and value for money to achieve improved outcomes for the Council • Ensure effective performance management to deliver outcomes in line with service delivery contracts • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects and/or specific work
3.	Understand and work with the market as appropriate, developing and maintaining relationships with service users, stakeholders, partners and potential providers.
4.	Contribute to the Council's statutory obligations and where appropriate any national and local Performance indicators.
5.	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
6.	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes and monitor delivery against requirements.
7.	Ensure Council resources are optimised and utilised effectively and efficiently.
8.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
9.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
10.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
11.	As an employee, create a positive image of the County Council.
12.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
13.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
14.	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.
15.	Promoting innovative solutions for collaborative working to overcome barriers and risks in achieving aims of the Traffic Management Act and the Council's objectives within the general framework of national and local standards and codes of practice.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Chartered or Incorporated Engineer or equivalent HND in Civil Engineering or equivalent discipline. OR Demonstrable level of skill/knowledge/experience in core competencies and appropriate level of technical skills in a highway related discipline. Construction Skills Certification Scheme (CSCS) Registration, NRSWA Accreditation.	A, I, T	X	
An in-depth knowledge of highway maintenance and construction techniques and practices, traffic management, methodology and relevant areas of highway law.	A	X	
Sound knowledge of all Health and Safety legislation relevant to both the office environment and to issues related to highway maintenance and construction including an understanding of the consequences to the individual and to the organisation of any breach of duty.	A, I, T	X	
Sound knowledge of the New Roads and Street works Act and Traffic Management Act to ensure compliance and to avoid adverse impact on the budgets, costs and staffing.	A, I, T, P	X	
A working knowledge of the relevant statutes including: Highways Act, Countryside and Rights of Way Act, Health and Safety at Work Act, Construction (Design and Management) Regulations, Traffic Signs Regulations and General Directions, Flood and Water Management Act.	A, I, T	X	
Construction Skills Certification Scheme (CSCS) Registration.	A	X	
National Highway Sector Scheme 12D M7 (Lantra).	A, I, T	X	
Working on Safety Advisory Groups (WSAG) or relevant IOSH Event Safety qualification/ awareness.	A, I, T		X
Well-developed management skills of both people and resources.	A, I, T, P	X	
An ability to recognise strengths and weaknesses, challenge under-achievement and seeks continuous improvement to highways services and practice.	A, I, T, P	X	

To be ambitious, optimistic and provide strong leadership.	A, I, T, P	X	
To demonstrate strong personal presentation and interpersonal activity. Is able to manage the demands of changing and competing priorities.	A, I, T, P	X	
A high level of interpersonal skills and customer care.	A, I, T	X	
Well-developed negotiation skills and an ability to procure and manage services provided by external contractors.	A, I, T, P	X	
Excellent communication skills and the ability to represent the Authority at the highest level.	A, I, T	X	
The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.	A, I, T	X	
*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.			