

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Director Area: Place**

**Job Ref Number: 03765**

**Service Area: Highways Client**

**Grade: G10**

**Job Title: Network Manager**

**PURPOSE OF JOB:**

A **Network Manager** is required to manage the operational delivery of the Lincolnshire Permit Scheme and Street Works Service. The role will support and develop all aspects of the Network Management service including NRSWA, TMA and the Highway Permit Scheme.

Manage and develop the team to ensure that continuity of service is provided for the road users of Lincolnshire.

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.

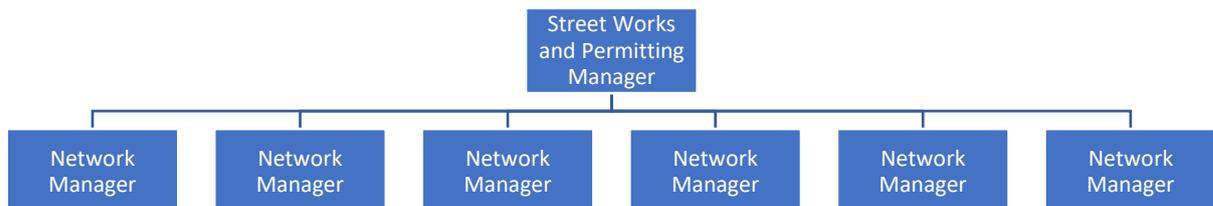
Ensure that works are prioritised carefully to ensure that disruption is minimised to the majority of road users by implementing effective Traffic Management measures on the network.

To plan, monitor, review and develop all policy and procedures required to deliver the service. Provide expert advice to the County Council and external bodies on all matters relating to the Network Management service.

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

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.

**TEAM STRUCTURE:**



**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:

1

- Effectively managing the network including day to day duties required to operate a Permit Scheme and to meet NRSWA duties. To ensure the service is delivered in compliance with national legislation, the County Council policies, operating procedures and specified requirements by supporting the Street Works and Permitting Manager in their duties.
- To liaise with all works promoters to ensure that the Network Management duties are met, including daily supervision of the Permit Scheme and full NRSWA duties.
- To lead on the co-ordination, collaboration and forward planning of all major utility, LCC, private Contractor works and projects and act as the main point of contact to agree works programmes.
- To lead on the management, co-ordination and forward planning of all events.
- The general management and monitoring of permits, immediate, minor, standard and major works applications.
- The general management and monitoring of NRSWA duties including defect process, coring programmes, NRSWA inspection programme, S74. Including reconciliation of all items listed on a regular basis.
- Line management of a team of staff, including development, training, appraisals and performance monitoring
- To contribute with positive and proactive communications to Members, staff, interested parties and the wider public for all matters regarding Network Management.
- To be responsible for the necessary liaison with County Council officers for any permit conditions prior to granting or refusing of permits.
- To be responsible for the approval and inspection of licences for skips, scaffolding, vehicle crossings (S184), hoardings, street cafes and materials on the highways and permits that are issued under the Highways Act 1980 and licences under Section 50 of the NRSWA.
- To ensure that all income that is due to the Council is recovered in the event of an overstay or where a new licence is required.
- To attend the Directorate Health and Safety Working Group to ensure that the service areas needs and requirements are represented.
- To be responsible for ensuring that the County Council's Health and Safety codes of practice and policies are adhered to by all team members.
- To ensure that all works inspected on the highway under NRSWA/TMA legislation are being carried out by relevant County Council and national Health and Safety legislation. Be responsible for enforcing any changes and/or removal of contractors found to be in breach of legislation.
- To attend HAUC meetings to communicate the County Council's policies and any health and safety issues.
- To participate in all routine office activities under the direction of management as required.
- To assist the Street Works and Permitting Manager in the collation of all inspection and permit data to produce KPI and income reports.

	<ul style="list-style-type: none"> <li>• To assist the Street Works and Permitting Manager management of the Street Manager system and links to Power BI to create and analyse data.</li> <li>• The post holder will ensure that all processes and systems are applied consistently across the County and to be aware of and implement quality and performance standards.</li> <li>• To manage all events that affects the Highway by attending Safety Advisory Groups to agree traffic management plans, dates and scheduling to avoid conflicts. Liaising with the Police and other partner organisations where required.</li> <li>• To carry out site based inspections and occasionally working unsociable hours at weekends and evenings, often lone working and also be responsible for staff carrying out these duties.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with all stakeholders.</li> <li>• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working</li> <li>• Maximising the impact of resources and value for money to achieve improved outcomes for the Council</li> <li>• Ensure effective performance management to deliver outcomes in line with service delivery contracts</li> <li>• Provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• Deliver a personal portfolio of projects and/or specific work</li> </ul>
3	Understand and work with the market as appropriate, developing and maintaining relationships with service users, stakeholders, partners and potential providers.
4	Contribute to work with partners to ensure a robust approach to data analysis and forecasting
5	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
6	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.
7	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes, and monitor delivery against requirements
8	Ensure Council resources are optimised and utilised effectively and efficiently.
9	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
10	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
11	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence
12	As an employee, create a positive image of the County Council
13	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
14	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
15	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

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
EngTech and/or HNC/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	
National Highway Sector Scheme 12D M7 (Lantra)	A		X
Construction Skills Certification Scheme (CSCS) Registration	A		X
WSAG – Working on Safety Advisory Groups	A		X
Broad experience of operational highways services in at least one of the following areas: <ul style="list-style-type: none"> <li>• Street Works and Permitting</li> <li>• Highway Maintenance</li> <li>• Minor improvements</li> <li>• Highways development</li> </ul>	A, I, T	X	
In order to meet the service needs the post holder will have excellent interpersonal skills with the ability to communicate effectively both orally and in writing to contractors, service providers, members of the public, colleagues, elected members and other professionals.	A, I, T	X	
To effectively assist the Street Works and Permitting Manager the post holder requires knowledge of TMA, NRSWA legislation, codes of practice and national guidance. The post holder needs to keep up to date with changes in legislation and national guidance.	A, I, T	X	
The service requires that the post holder be mobile across the County	A, I, T	X	

and therefore a valid driving licence and use of a car is essential.			
An excellent understanding of the complete NRSWA and permit duties and processes will be essential.	A, I, T	X	
Knowledge of specialist NRSWA and Permit software and IT systems, including MS Office.			
Knowledge of performance management of services, including the development and monitoring of key performance indicators.	A, I, T	X	
Knowledge and experience of the County Council procedures and systems relating to information management	A, I, T	X	
Management of Health, Safety and Welfare – ISOH or LCC's Managing Safely Certificate.	A, I, T	X	
The specific knowledge, skills and abilities required will 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.