

Job Description and Person Specification

Role: Head of Network Management



Job Description

Job Title	Head of Network Management
Grade	SM2
Service	Transport & Highways
Reports to	Head of Transport & Innovation
Location	Friargate
Job Evaluation Code	W0222W



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

This is an exciting role that will help shape the future of Coventry through designing and implementing traffic management strategies and projects to deliver a safe and sustainable transport network within the city that facilitates growth.

Job Purpose:

- Provide strategic leadership, expertise and management, promoting a clear vision and identity for the Network Management functions. This will include the development of regional and citywide policies and strategies
- To provide day-to-day leadership and management of the Urban Traffic Management Control (UTMC) and Streetworks services in line with corporate, directorate and service level targets and objectives.
- To implement highway network management strategies and policies to reduce congestion on Coventry's road network, ensuring they are aligned to the Council's corporate vision and objectives, the Coventry Transport Strategy and the West Midlands Combined Authority's Local Transport Plan.
- To develop and promote innovative schemes and programmes that enhance the capability of the UTMC system, including the preparation and submission of business cases to secure funding from external sources.
- To ensure that effective procurement and resource strategies are in place for the delivery of UTMC and Streetworks services.
- To work closely with other local authorities and transport operators / network managers on the integration of highway network management for the local road network, key route network and strategic route network within the city boundary and on cross-boundary routes.
- To provide an effective Streetworks management system controlling access to the local highway network, co-ordinating planned works by the City Council and third parties, and managing emergency works requests.
- To be an active member of the Transport and Innovation management team and forge a professional and effective working relationship with Members and senior officers of the City Council.
- To deputise for the Head of Transport and Innovation as required.

Main Duties & Key Accountabilities

Core Knowledge

- To lead and manage the UTMC and Streetworks teams, including monitoring all aspects of the team's performance and taking appropriate action to ensure that performance targets are met.
- To provide highways network management input into wider Council policies and strategies, including the Coventry Transport Strategy and Transport Design Guidance.
- To manage the development of innovative traffic management schemes and programmes to deliver Coventry's transport priorities, including overseeing the implementation of the Council's UTMC investment programme.
- To support the development of innovation programmes which use new technology to deliver smart and sustainable solutions to transport problems through the enhancement of the UTMC system.
- To ensure that the Local Highway Authority's statutory duties in relation to the Traffic Management Act 1984 are discharged through the development and implementation of strategies and policies to reduce traffic congestion on the city's highway network, including developing and implementing the Coventry Network Management Plan.
- To engage with service areas dealing with planning and development projects to ensure that all highway improvements involving new traffic signals, crossings, variable message signs and camera and data monitoring technology are designed to the highest highway and road safety standards, and which are consistent with the authority's obligations under the network management duty.
- To ensure that effective procurement and resource strategies are in place to deliver the Council's highway network management and streetworks duties and to support service delivery.
- To ensure that appropriate streetworks management systems are in place to co-ordinate the planning of works on the city's highway network, liaising with utility companies, other highway network managers such as TfWM and National Highways, other services within Transportation and Highways, developers, contractors, bus and taxi operators, and road users representatives, including freight organisations and business organisations.
- To work with West Midlands Police, the Safety Advisory Group, neighbouring authorities and highway network managers, and other key stakeholders to ensure that appropriate highway management plans are developed and implemented to support major events taking place within the city.

- To ensure that appropriate highway network management plans are in place ready for implementation in response to emergency situations such as road closures required in response to unplanned incidents on the local road network or on the strategic road network in the vicinity of the city.
- To work closely with the Transport Planning Manager to develop and implement data collection and monitoring strategies that support the delivery of highway network management duty as well as providing a robust evidence base to support business cases for investment in transport schemes.
- To be responsible for the financial management of relevant budgets and projects, including effective monitoring to ensure that objectives are met in line with Council and/or the relevant funding bodies' policies and procedures.
- To provide professional advice to senior officers and elected members on all highway network management matters affecting the city, including national legislation and guidance.
- To prepare and present reports and proposals to meetings and forums, including Cabinet Member meetings, political group meetings, Planning Committee and Scrutiny Board.
- To develop effective partnerships with external organisations including the WMCA, Transport for West Midlands, Warwickshire County Council, and National Highways to assist in the delivery of the Council's highway network management and streetworks duties.
- To build mutual confidence and respect and foster an effective working relationship with elected members, senior officers and other colleagues throughout the authority and representatives of outside organisations.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Transport for West Midlands National Highways Other Local Authorities Regional Traffic Co-ordination Centre Utilities Contractors Developers	Internal Council colleagues, Senior Managers and Directors Cabinet Members and Councillors
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Urban Traffic Management Control Team

Streetworks Team

Approximately 20 staff (full-time equivalent posts) across the two teams, plus seconded / agency staff / contractors as required.

Person specification

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Knowledge	
Extensive knowledge and understanding of UTMC systems technology, hardware and software, including latest developments in the application of new technologies.	
Detailed knowledge and understanding of statutory highway management duties, notably those arising from the Traffic Management Act 1984 and associated guidance, schedules and regulations.	
Knowledge of scheme development and funding approval processes, including Major Scheme Business Cases	
Knowledge of procurement and commissioning processes within a performance management framework	
Knowledge of statutory duties arising from the New Roads and Street Works Act 1991 and associated guidance, schedules and regulations, and specifically the maintenance of the Streetworks Register	
Knowledge of financial and budgetary control systems	
Principles of customer care and client focused service delivery	
Understanding of performance management techniques and business transformation	
Understanding of Project Management	
Awareness of the evolving Connected Autonomous Vehicle (CAV) agenda and the associated traffic and network management developments	
Knowledge of transport data collection techniques, and of the interpretation of such data.	
A complex understanding of equality issues and how they affect the workplace	
Skills and Abilities	
Ability to shape services to address corporate priorities and to integrate and align services with complimentary activities across the Council	
Effective leadership and managerial skills including motivational, organisational, interpersonal, negotiating and influencing skills	
Well-developed communication skills in order to give advice and explain complex proposals for a range of audiences and mediums	
Ability to proactively manage finance, staff and other resources to deliver priorities efficiently and make savings	
Ability to develop and maintain effective partnership working both internally and externally	
Ability to manage projects, programmes and prioritise workloads to ensure agreed deadlines are met	

Ability to lead successful change and continuous improvement of service areas under the management of the role
Ability to lead technically complex and high value projects
Ability to use relevant ICT systems and applications, especially software associated with UTMC systems.
Ability to analyse traffic data and to utilise this to develop new UTMC programmes and strategies using relevant software.
Ability to work effectively under pressure, responding to tight deadlines and emergency situations.
Experience
Substantial broad experience of working at a senior level within a multi-disciplinary service of a large public authority
Experience of successfully developing and implementing highway network management strategies utilising UTMC systems, hardware and software.
Experience of effectively managing human and financial resources to meet objectives.
Experience of successfully developing and implementing highway and traffic management projects and programmes.
Experience of working successfully with a range of partners and stakeholders to deliver complex projects and objectives.
Experience of providing advice on transport policy and delivery issues that take account of the technical and political implications
Experience of working within a political environment or of briefing a political audience on transport issues, including attendance at Cabinet and Committee.
Qualifications
Educated to degree level or be able to demonstrate significant vocational experience within a relevant technical area
Membership of a relevant professional body
Special Requirements
Able to work outside normal office hours, as and when required by the service.
Ability and willingness to travel both inside and outside the Council area as required

Date Created	Sept 22	Date Reviewed	Sept 22
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