

Job Description and Person Specification

Role: Highways Senior Site Agent



Job Description

Job Title	Highways Senior Site Agent
Grade	G8
Service	Transportation and Highways
Reports to	Highways Operations and Development Manager
Location	Highways Operations and Development, Whitley Depot
Job Evaluation Code	



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

Working with and deputising for the Highways Operations and Development Manager, co-ordinate and motivate the Highways Operations Delivery Team, including a team of Highways Operations Supervisors, to provide a high quality, customer focussed and responsive service in Highways Operations. By allocating resources effectively, both human and physical, ensure the efficient use of funding available to meet customer expectation in terms of Highways repair and maintenance.

Main Duties & Key Accountabilities

Core Knowledge

- To manage and be responsible for the Highways Operations delivery team.
- Coordinate and motivate teams of employees in the delivery of high quality, customer focussed and responsive service in Highways repair and maintenance.
- Effectively allocate resources, both human and physical, to projects within Highways operations to ensure efficient use of funding and best practice in service delivery.
- To ensure that best practice is applied to scheme delivery and ensure that the council is kept up to date with all relevant laws, codes and guidance relating to Highways and to develop relevant policies in relation to these e.g. maintenance priority policy.
- Oversee works on the highway network to ensure that specifications are met and payments can be made to meet contractual obligations.
- To propose solutions, agree designs and modifications to highway maintenance schemes in line with financial and time constraints.
- Support the Highways Operations and Development Manager in the development of the structure of the Operations Team and lead on the delivery of its implementation.
- To undertake investigations relating to staff disciplinary issues. This will involve working closely with HR officers, conducting investigations, preparing reports and representing the section at disciplinary hearings.
- Working with the Senior Highways Officer, take a lead role in maintaining health and safety management systems and co-ordinate risk management activity.

- Co-ordinate training and development for all staff in Highways Operations in order to meet statutory obligations, service objectives and to maximise performance.
- To assist colleagues and to deputise for the Highways Operations and Development Manager when necessary, by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.
- Manage and monitor delegated budgets in compliance with the council's procedures, ensuring financial targets are met.
- Project manage any initiatives relating to Highways Operations on performance management, plant and labour allocation and training and development.
- To prepare and present technical, financial and operational reports to management meetings and appropriate member, officer and public meetings.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Contractors Members of the public External bodies	Internal All Council Departments Councillors MP's
----------------------------------------------------------------------------	-------------------------------------------------------------------

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:

5 Site Agents and 2 Seasonal Site Agents

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> Detailed knowledge of highways maintenance engineering and the management and maintenance of the highways network 	
<ul style="list-style-type: none"> Detailed knowledge of resource management practice and techniques 	
<ul style="list-style-type: none"> Knowledge of performance management tools and frameworks 	
<ul style="list-style-type: none"> Knowledge of procurement processes in local authorities 	
<ul style="list-style-type: none"> Knowledge of quality standards and Health and Safety practices 	
Skills and Abilities	
<ul style="list-style-type: none"> High level of verbal and written communication and presentation skills 	
<ul style="list-style-type: none"> Good people management and interpersonal skills 	
<ul style="list-style-type: none"> High level of project management skills 	
<ul style="list-style-type: none"> Good level of ICT skills including the use of Microsoft Project, Confirm, Excel, basic CAD and GIS/MapInfo 	
<ul style="list-style-type: none"> Ability to negotiate, influence and work successfully with contractual partners 	
<ul style="list-style-type: none"> Innovative and adaptable approach to solution finding 	
Experience	
<ul style="list-style-type: none"> Experience of implementing and monitoring projects, including financial management 	
<ul style="list-style-type: none"> Experience of managing a large team of people 	
<ul style="list-style-type: none"> Substantial experience of resource management within the highways maintenance sector 	
<ul style="list-style-type: none"> Working in a team environment, but under own initiative 	
<ul style="list-style-type: none"> Working with Highways contractors and consultants 	
<ul style="list-style-type: none"> Suitable experience of working with or for a Local Authority Highways maintenance sector 	
<ul style="list-style-type: none"> Experience of managing contracts and performance against contracts 	

Qualifications
<ul style="list-style-type: none"> • BEng in Civil Engineering or equivalent qualification
<ul style="list-style-type: none"> • Member of Institute of Civil Engineers or equivalent professional qualification
<ul style="list-style-type: none"> • Substantial experience in Highways Maintenance sector management

Date Created	February 2012	Date Reviewed	July 2024
---------------------	---------------	----------------------	-----------