

Job Description and Person Specification

Role: Strategic Lead for Highway Operations and Delivery



Job Description

Job Title	Strategic Lead for Highway Operations and Delivery
Grade	AD2
Service	City Services
Reports to	Director of City Services
Location	Friargate
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

Provide strategic leadership, expertise and management, promoting a clear vision and identity for the Highways, Street Lighting PFI and Parking operational service areas. This will include the development of citywide policies and strategies.

To lead on the delivery and development of significant public realm improvements, major infrastructure schemes and customer focused highways and transport services.

Working alongside the Strategic Lead – Policy & Innovation, to manage and lead the Transportation & Highways sections of the City Services division.

To support the Director of City Services in the delivery of One Coventry and Green Futures including the Future Cities agenda.

Main Duties & Key Accountabilities

Core Knowledge

Lead and manage the functions needed for the operational delivery, maintenance and management of the highway network and its related assets and infrastructure.

To pro-actively identify funding opportunities for major schemes from central government, Devolution Deal, Growth Deal and other funding bodies and take a lead on the preparation of funding bids and business cases.

Lead on the city centre vision, including management of operational delivery and placemaking growth strategy

Lead on the design, development and delivery of major infrastructure projects to include business case development and funding.

Ensure engagement with customers and other stakeholders to enable services to be developed and continuously improved to enable the delivery of strategic objectives and high levels of performance.

Ensure robust performance management systems are developed and maintained to enable measurable and sustainable improvements in service delivery and the achievement of performance indicators.

Ensure the delivery of all revenue and capital programmes including major capital and sustainable transport schemes.

Provide effective professional leadership and create and reinforce a strong customer focussed, responsive, flexible, "can do" culture throughout City Services.

Supervise professional standards and competence, including individual performance and development, service development, budgetary control and resource management.

Ensure the efficient and effective use of financial resources, demonstrating sound financial management to ensure cost effectiveness and value for money in the delivery of services.

Promote equal opportunities and tackle discrimination in relation to employees and all members of the community, ensuring they have appropriate and effective access to services and relevant information about services.

Exercise statutory powers with due care and attention, ensuring the City Council complies with all aspects of legislation and ensure that the Council complies with its statutory obligations, particularly with respect to environmental, and health and safety legislation.

Promote good external relations in the interests of the Authority by representing the Authority at national, regional and local levels.

Ensure engagement with customers, politicians and other stakeholders to enable services to be developed and continuously improved to enable the delivery of strategic objectives and high levels of performance

Work with, and support, elected members in identifying and delivering policies, priorities and resources for the Transport and Highways Service. Ensure members are fully briefed and on all aspects of the service area

To ensure the council delivers its duties under the Traffic Management Act 2004 to achieve expeditious movement of traffic through effective and pro-active traffic management, control and enforcement.

To contribute to the strategic management of the council, leading, championing and supporting cross directorate, corporate and partnership working. Working at all levels across the West Midlands and Nationally, promoting Coventry and the city centre development.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Key relationships

External	Internal
Department of Transportation Transport for the West Midlands Contractors Environment agency Neighbouring local authorities National highways Residents Community groups Parish councils	Elected members Directors, chief executive, and leadership board. Other departments Planning and transportation Trade unions

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: Highways Parking Street Lighting PFI Services
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Person specification

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Knowledge	
Demonstrable in-depth understanding of all sectors of the transport industry, transport and highways issues including experience of dealing with emergency situations, planned major events and strategic planning	
Demonstrable knowledge of construction/consulting procurement and contracts.	
Demonstrable knowledge of project and programme management	
In depth knowledge of relevant legislation	
Skills and Abilities	
Highly developed management and leadership skills to direct and develop a multi-functional group from a wide range of disciplines.	
Able to think strategically and provide clarity of vision for the future of the service area and to promote the “One Council” approach across the organisation.	
Highly developed project management skills to enable planning and co-ordination of a large programme of works.	
Formulating negotiating and managing contracts.	
Excellent communication skills with an ability to communicate at all levels	
High degree of political awareness and sensitivity and able to deal with challenging and ambiguous situations confidently.	
Experience	
Leading managing and developing a significant multi-disciplinary service/operation, including the development implementation and achievement of strategic objectives.	
Management of significant financial and human resources.	
A strong technical background in relation to civil or transport engineering including, managing and delivering significant projects.	
Leadership and management of large groups of people across a diverse range of technical disciplines.	
Proven extensive experience of managing and delivering high value, complex major infrastructure projects on time and to budget	

Educational
Appropriate specialist, management, professional or postgraduate qualification relevant to the post or extensive relevant experience
Special Requirements
Attending meetings/working outside of normal working hours
Working flexibly to meet the demands of the job

Date Created	March 2022	Date Reviewed	March 2024
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