



Coventry City Council

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	UTMC Highway Network Manager	<b>Job Number:</b>	D2922D
<b>Service:</b>	Traffic & Network Management	<b>Post Number:</b>	1024346
<b>Location:</b>	One Friargate	<b>Grade:</b>	G10

**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.

**Job Purpose:**

Under the general direction of the Head of Traffic and Network Management:

- To implement highway network management strategies and policies to reduce congestion on Coventry's road network to support the continued growth of the city;
- To be responsible for the day to day management of the Urban Traffic Control service and teams, leading to the pro-active development of the service in line with corporate, directorate and service level targets and objectives;
- To be part of the management team for Traffic and Network Management and forge a professional and effective working relationship with Elected Members and senior officers of the City Council;
- To represent the Head of Traffic and Network Management as required including deputising in the statutory role of Traffic Manager.

**Main Duties and Responsibilities:**

1. To develop and implement strategies and policies to reduce congestion on the city's road network, including Coventry's Network Management Plan and providing an effective response to the duties and responsibilities of the Traffic Management Act 2004.
2. To be part of a multi-functional team of professional staff engaged in a range of network management duties and projects. To manage and lead the Urban Traffic Management Control team; including setting objectives, monitoring performance and providing guidance and support as required.

3. To represent the authority at a senior level and provide professional advice on all matters pertaining to the services provided, including attending appropriate Cabinet Member meetings, internal and public meetings or forums, representing the Head of Traffic and Network Management as required.
4. To develop cross-boundary co-operation with adjacent authorities within the West Midlands region, Warwickshire and Highways England.
5. To be responsible for the production of complex technical documents, reports, financial statements and presentations.
6. To develop and maintain effective partnerships within the City Council, neighbouring authorities, and with the public, private and third sector, to provide complimentary joined-up services and accessible and relevant benchmarking information.
7. To promote effective performance management both within the workplace and in service delivery to meet national, corporate and service level performance objectives.
8. To be responsible for the financial management of the section, including planning and management of appropriate budgets, monitoring to ensure that financial targets are met and that financial systems are operated within the requirements of the Council's policies, procedures and standing orders.
9. To ensure that all legal, statutory, corporate or service level policies and procedures governing or affecting service delivery are strictly observed.
10. To build mutual confidence and respect and foster an effective working relationship with Elected Members, senior managers and other officers throughout the authority and representatives of outside organisations.
11. To be innovative and entrepreneurial in terms of improving service performance and delivery including through the management of change both within the workplace and through collaborative working.
12. To create and reinforce a strong customer focussed, responsive, flexible and can-do culture within Highway Network Management and promote these values throughout the Service and wider organisation.
13. To demonstrate leadership and motivational skills, developing participation and teamwork, ensuring good communications and to develop staff through a commitment to training and the performance development review process.
14. To implement the Council's Equality Action Plan, developing appropriate positive action to redress inequality in the areas of employment and service delivery.

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

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### **All employees**

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.

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

### **Managers and supervisors**

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

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

The post holders 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 inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** UTMC Team

**Responsible to:** Head of Traffic & Network Management

**Date Reviewed:** June 2021

**Updated:** August 2021



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## Person Specification

<b>Job Title:</b>	UTMC Highway Network Manager	<b>Job Number:</b>	D2922D
<b>Service:</b>	Traffic & Network Management	<b>Post Number:</b>	1024346
<b>Location:</b>	Civic Centre 4	<b>Grade:</b>	G10

Area	Description
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<b>Knowledge:</b>	Managing the human and financial resources of a multi-disciplinary engineering service.
	Relevant highway legislation, strategies, policies and practices.
	Extensive knowledge of Urban Traffic Management Control systems, programmes and hardware.
	Contemporary issues affecting local government at a national and local level.
	Highway network management and/or traffic engineering techniques at a senior level.
	Performance management techniques and requirements.
	Principles of customer care and client focused service delivery.
	Awareness of Equal Opportunities issues in the workplace and in service provision.

<b>Skills and Abilities:</b>	Ability to inspire, lead by example and encourage teamwork and display leadership qualities in order to motivate teams and individuals to achieve targets and objectives.
	High level of verbal and written communication skills, including presentation skills.
	High level of organisational, interpersonal, negotiating and influencing skills.
	Able to instigate and manage change successfully.
	Able to work effectively under pressure, responding positively in difficult or urgent situations.
	Ability to plan projects and service delivery, establish performance management targets, monitor output, and prioritise the teams workload.



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	Ability to develop partnerships with key partners and stakeholders.
	IT skills and awareness of relevant systems.
	Ability to produce complex technical documents and reports on highway matters.
	Innovative and adaptable approach with a "can-do" attitude
	Ability to represent the Service and Authority at a senior level and provide sound technical advice on highway matters.

<b>Experience:</b>	Extensive experience of operating Urban Traffic Management Control systems, programmes and hardware
	Delivering innovative and complex network management projects and initiatives within time and financial constraints.
	Traffic law and the network management duty and their application for modern day network management.
	Working effectively with politicians, senior officers, outside public and private organisations, transport and other service providers.
	Managing financial and human resources within a multi-disciplined engineering service.
	Continuous improvement, innovation and review of business processes.
	Creating and fostering a customer focussed culture.
	Managing and delivering day to day operational services.
	Managing teams within a relevant transport discipline.

<b>Educational:</b>	Educated to degree level or able to demonstrate significant vocational experience within a relevant area.
	Evidence of continuous professional development
	Membership of a relevant professional body

<b>Special Requirements:</b>	Able to work outside normal office hours, as and when required by the service.

**Date Reviewed:** June 2021

**Updated:** June 2021