



Coventry City Council

Job Description

Vacancy Reference No:

Job Title:	Highway Development Manager	Job Number:	D2811
Directorate:	Place	Post Number:	
Service:	Traffic and Network Management	Grade:	G10
Location:	Friargate		

Job Purpose:

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

- The day to day management of the Highways Development Management service leading to the pro-active development of the service in line with corporate, directorate and service level targets and objectives;
- To manage the assessment of the transportation and highway impact of development proposals, in order to facilitate high quality sustainable development to support the growth of the City in line with Coventry's transport objectives;
- To manage the approvals of the design and implementation of developer proposals for new roads and improvements to existing highways, in line with the City Council's strategic highway and transportation policy objectives;
- To manage and ensure the City Council meets its statutory obligations with respect to public rights of way and to promote their use by all citizens;
- To prepare and present advice on transport implications to Planning Committee, public inquiries and other forums;
- To be a member of the Traffic and Network management team and forge a professional and effective working relationship with Members and senior officers of the City Council;
- To deputise as necessary for the Head of Traffic and Network Manager.

Main Duties and Responsibilities:

1. To undertake day to day management of the Highways Development Management team, including setting targets, monitoring performance and developing, motivating and equipping staff to achieve set goals.
2. To provide leadership and management in the following other key areas:
 - Highways Development Control
 - Highway Design and Approvals
 - Public Rights of Way
3. To represent the authority at a senior level and provide information and advice on all matters pertaining to the services provided.
4. To contribute to the development and implementation of traffic and transportation policies and strategies.
5. To develop cross-boundary co-operation with adjacent authorities within the West Midlands region, Warwickshire and Highways England.
6. To engage with service areas dealing with planning and development projects to ensure that all highway improvements are designed to the highest highway and road safety standards and which are consistent with the authority's obligations under the network management duty.
7. To attend appropriate public meetings, committees and forums, and represent the Head of Traffic and Transportation as required.
8. To be responsible for the production of complex technical documents, reports, financial statements and presentations.
9. 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.
10. 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.
11. To ensure that all legal, statutory, corporate, divisional or service level policies, regulations and procedures governing or affecting service delivery are strictly observed.
12. To contribute towards the development, delivery and review of a business plan for Traffic and Transportation in a manner and format that meets both corporate and service requirements.
13. To build mutual confidence and respect and foster an effective working relationship with Members, senior managers and other officers throughout the authority and representatives of outside organisations.
14. To demonstrate leadership and motivational skills, developing participation and teamwork, ensuring good communications, and equipping and motivating staff. To remain visible and accessible to all personnel.

15. To be innovative and entrepreneurial in terms of improving service delivery and to encourage initiative and self reliance at all levels.
16. To represent the Service, Division, Directorate or Council, as appropriate, on internal and external working groups, liaison meetings and other forums.
17. To create and reinforce a strong customer focussed, responsive, flexible and can-do culture within Traffic and Network Management and promote these values throughout the Service, Division, Directorate and wider Council.
18. To develop staff through a commitment to training and the performance development review process.
19. 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.

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 Equal Opportunities Policy.

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

Responsible for: Public Rights of Way team, Highway Design and Approvals team, Highway Development Control Team.

Responsible to: Head of Traffic and Network Management

Date Reviewed: September 20

Updated: September 20



Coventry City Council

Person Specification

Job Title:	Highway Development Manager	Job Number:	
Directorate:	Place	Post Number:	
Service:	Traffic and Transportation	Grade:	10
Location:	Friargate		

Area	Description
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Knowledge:	<ul style="list-style-type: none">Managing the human and financial resources of a multi-disciplinary engineering service
	<ul style="list-style-type: none">Detailed knowledge of highway development control policies, processes and agreements including S.38 and S.278 at a senior level
	<ul style="list-style-type: none">Knowledge of links between land use planning and transport, including statutory planning processes
	<ul style="list-style-type: none">Highways Development Control and/or transport planning or education techniques at a senior level
	<ul style="list-style-type: none">Detailed knowledge and understanding of civil engineering design standards, practices and relevant guidance
	<ul style="list-style-type: none">Introduction of innovative and entrepreneurial schemes or initiatives
	<ul style="list-style-type: none">Performance management techniques and requirements
	<ul style="list-style-type: none">Principles of customer care and client focused service delivery
	<ul style="list-style-type: none">Awareness of Equal Opportunities issues in the workplace and in service provision.

Skills and Abilities:	<ul style="list-style-type: none">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
	<ul style="list-style-type: none">High level of verbal and written communication skills, including presentation skills
	<ul style="list-style-type: none">High level of organisational, interpersonal, negotiating and influencing skills
	<ul style="list-style-type: none">Able to instigate and manage change successfully

	<ul style="list-style-type: none"> • Able to work effectively under pressure, responding positively in difficult or urgent situations
	<ul style="list-style-type: none"> • Ability to plan service delivery, establish performance management targets, monitor output, and prioritise the teams workload
	<ul style="list-style-type: none"> • Ability to develop partnerships with key partners and stakeholders
	<ul style="list-style-type: none"> • IT skills and awareness of relevant systems
	<ul style="list-style-type: none"> • Able to produce complex technical documents and reports on highway matters
	<ul style="list-style-type: none"> • Innovative and adaptable approach with a "can-do" attitude
	<ul style="list-style-type: none"> • Ability to represent the Service, Division and Authority at a senior level and provide sound technical advice on highway matters

Experience:	<ul style="list-style-type: none"> • Wide experience of highways development control issues, including negotiating s106/s278 Agreements assessing the transport impact of major developments and preparing reports to ensure proper developer contributions to transport infrastructure improvements
	<ul style="list-style-type: none"> • Experience of working collaboratively with developers, their agents and contractors
	<ul style="list-style-type: none"> • Track record of delivering quality services in a Public Rights of Way or related field of activity
	<ul style="list-style-type: none"> • Experience of public inquiries and other appeal work
	<ul style="list-style-type: none"> • Working effectively with politicians, senior officers, outside public and private organisations, transport and other service providers
	<ul style="list-style-type: none"> • Managing financial and human resources within a multi-disciplined engineering service
	<ul style="list-style-type: none"> • Continuous improvement, innovation and review of business processes
	<ul style="list-style-type: none"> • Creating and fostering a customer focussed culture
	<ul style="list-style-type: none"> • Managing and delivering day to day operational services
	<ul style="list-style-type: none"> • Managing teams within a relevant transport discipline
	<ul style="list-style-type: none"> • Use of office based ICT packages including databases and Graphic Information Systems

Educational:	<ul style="list-style-type: none"> • Degree in Civil Engineering
	<ul style="list-style-type: none"> • Evidence of continuous professional development
	<ul style="list-style-type: none"> • Membership of ICE, IHIE or other relevant professional body

Special Requirements:	<ul style="list-style-type: none"> • Able to work outside normal office hours, as and when required by the service.
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Date Reviewed: September 20

Updated: September 20