**ROLE PROFILE**

**Role Title: Team Leader- Traffic & Development**

**Service Group: Environment and Property**

**Accountable to: Development & Network Manager**

**Grade: K Competency Level: 3**

**Competency Level: 3**

**JE Code: JE1308**

**Date: October 2019**

**Purpose of job**

To form a key leadership role within the planning and highway teams in the management of the Milton Keynes Council highway development management and highway maintenance service and in particular in relation to developers works and the subsequent adoption of Highway assets including leading on the production of highway agreements such as S278 and S38 agreements. Ensure that highway development management and adoptions are managed efficiently and that all planning applications are assessed, financial contributions are negotiated to mitigate impacts of new developments on the public highway and all income is received from developers. Provide a leadership role to ensure that staff provides a high quality front facing service at all times. Ensure that all relevant Planning and Highways Teams are provided with detailed planning applications and highway agreements work programmes and progress. With regards to developer projects to ensure coordination can occur and enable the update of Members and the public on developer scheme progress.

To manage the MKC Highway Infrastructure in relation to;

* All contract finances in line with open book accounting
* Delivering the highways traffic schemes capital programme
* Managing the scheme design from planning through highway adoptions processes to hand over back to the maintenance team
* Leading on the technical review of Developer works on the Highway including ensuring the appropriate legal agreements are in place.
* Leading on the planning process to ensure all planning applications are professionally assessed from highway perspective with due regard to all relevant legislation, guidance and policies. Leading on negotiations of financial contributions or physical improvements for inclusion in S106 agreements/tariff by way of mitigating the impact of proposed development on the public highway.
* Managing the design of schemes provided through wider highway team
* Leading on technical review of schemes on the Highway to ensure that designs comply with current asset management policy, highway guidance’s and best highway practises
* Managing and agreeing target costing for relevant schemes
* Finance and programme monitoring to ensure that the DM, Adoptions and Highways Capital Programme are delivered on time and on budget in the most efficient way.
* Managing the interface with Members, Parishes and customers in relation to development scheme delivery, management and consultation
* Promotion and encouragement of partnership working with developers, consultants, contracts and throughout the Contract term if required
* To be a council’ highways expert and to represent the council at Public Inquiries, Magistrates’ Court and other hearings.

To ensure compliance with MKC corporate process and procedures

**Key Objectives**

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| 1 | To form a key role in the management, planning, programming and implementation of all aspects of third party / developer works through external Contractors or the Highways Contract to comply with budgetary constraints, and corporate governance. |
| 2 | To co-ordinate and manage all developers financial and programme aspects of the Highway Infrastructure Term Service Contract, to ensure that the Contract objectives are achieved and all contractual obligations are effectively managed throughout the term of the Contract. |
| 3 | To manage maintenance of effective relationships between the client team and the Contractor in order to meet the requirements in the Contract for partnership working and continuous improvement in service delivery. |
| 4 | To manage, develop, co-ordinate and implement operational practices, systems and procedures to meet ongoing objectives |
| 5 | To propose practical courses of action based on specialist technical, professional, contractual and managerial knowledge, to ensure solutions meet with standards, legal obligations and client requirements |
| 6 | To manage people, programmes and resources efficiently and effectively and to be innovative, to develop, assess and achieve performance measures in service areas. Encourage innovation through new ways of working to reduce expenditure and fulfil environmental improvements |
| 7 | To promote and encourage team working within MKC and with the Contractor |
| 8 | To act as the key post holder for external events that require traffic management and work with the contractor to ensure this delivered efficiently and safely. |
| 9 | To ensure that the scheme design service for in house, third parties / developeris one cohesive unit working closely with the Contractor to secure additional resources where required. Ensure that staff are properly trained and competent in design techniques |
| 10 | Manage development, construction and the highway asset adoption process to ensure that Developers provide infrastructure to highest quality with the minimum of disruption. Ensure that adoption fees are fully collected. |
| 11 | To manage Health and Safety in all working environments |
| 12 | To ensure compliance with Standing Orders, Financial Regulations, governance and legislative requirements. To assist in the management and implementation of good health and safety practices in line with legislation, with a practical knowledge of Construction, Design and Management regulations. |
| 13 | To ensure that developer’s design are in line with Milton Keynes Highway Asset Management policy and good practice in order to in line with National targets and reporting mechanisms |
| 14 | To assist in the development, implementation and management of and to maintain a Quality Assurance system covering all aspects of accountability, ensuring that system is fit for purpose and managed appropriately and effectively.  |
| 15 | To manage key stakeholder aspirations and expectations related to the delivery of the Highway maintenance Service through effective communication, information practices with effective stakeholder relationships. |
| 16 | To ensure the local guidance and financial consequences around commuted sums is up to date and available for developers. Use of good asset management principles to ensure the Council recovers commuted sums that will pay for required maintenance by keeping rates chargeable up to date. |

**Scope**

Responsible under direction of the Network Manager

Assist in the management of the Highways Infrastructure Term Service Contract in line with MKC Council objectives and the Contract Objectives.

The management of Contract budgets for highways development and all capital works. To include effective and regular monitoring of Contract expenditure against target costs, and or price lists.

The management of income from the highway adoptions to ensure that it is accurately ring-fenced for future resources within the team and maintenance of developments.

The management of Contract programmes of work across the highway service through the Contractor. To include agreeing programmes prioritisation of work, allocation and reallocation of resources, and ongoing monitoring.

The management and implementation of scheme design across the highway and transport service. Working to a design standard is key and the post holder will manage staff development and training as appropriate.

Manage a Client Team of 12 Staff and management of agency support staff as required. Co-ordination with all technical teams within Highways to ensure planning obligations and implementation their planned works Budget Monitoring Responsibility of approximately £10m per annum including implementation of planning obligations

Occasional Out of Hours working and occasional construction site visits

**Work Profile**

Under direction of the Network Manager:

To plan, co-ordinate and implement the highway maintenance revenue service in line with allocated budget and corporate procedures.

To identify, plan, manage and implement highway capital and developer’s works, schemes and programmes in line with allocated budget and corporate procedures.

To plan and manage the scheme design process and ensure connectivity throughout the business.

To lead on providing the highway technical advice in relation to all future planning and growth in Milton Keynes.

To provide a key leadership role within the Highway service to ensure staff deliver the corporate vision of MKBC in a timely and efficient way.

To assist the Highway Asset Manager and Head of Highways and Transport as required in the management of the Contract.

Responsible to develop a close working relationship and a culture of mutual trust and co-operation with the Contractor to ensure the effective and efficient running of the Contract. Ensure that innovation and best practice is encouraged in all activities.

Accountable for the effective and efficient management of Contract finances, through the principles of Open Book accounting. Monitoring costs against actual expenditure and utilising data to agree future target costs.

Accountable for agreement and management of target costing for annual service programmes and individual task orders.

To co-ordinate the actions of teams and their programmes/work across the highways service for implementation through the developer’s works and/or Term Service Contract

Accountable for managing the annual programme and any ongoing changes with the Contractor in line with the requirements of the Contract and Partnering.

Responsible to develop, agree and implement process and procedures to manage and monitor finances and programming of the Developers, Contract and the Contractor.

To produce performance, progress and reporting data for use by senior managers to monitor the service area and the Term Service Contract.

Responsible for the communication and engagement practices to ensure that key stakeholders are informed and involved in all areas of service delivery as appropriate.

Manage the receipt of external income i.e. that from developers to ensure robust process and accurate recording

Ensure robust health and safety practice is applied throughout the highway service.

The post holder may from time to time be required to plan and implement recruitment exercises to support ongoing service delivery.

It will be necessary for the post holder to adopt a flexible approach to this role and the deployment of resources. The post holder is also required to undertake and record ‘Continuous Professional Development’ as recommended by the Institution of Civil Engineers or equivalent professional body.

The post holder will be required to communicate and consult with Elected Members, Officers of Milton Keynes Council and other local authorities, Parishes, citizens and their representative groups, Contractors and external organisations.

To undertake duties commensurate with the grade as required for service delivery

To provide assistance across the Authority, to work on tasks and projects consistent with existing level and responsibility where business needs require.

Responsible to represent the interests of the Council as required.

Will be required to undertake work outside normal hours. This may include attendance at meetings.

**Additional Information pertinent to this role:**

**Management of the team budget including devising the strategy to ensure the income is sufficient to cover the technical assessments and Service requirements. The income generate for the service provided is on average £2million per annual and this does not include the planning obligations which can vary from £100k to over £3m.**

**The annual contract budget is £3-4 million revenue and £5-8 million Capital. Additional capital expenditure of up to £10 million annually will be spent through this contract. To lead and encourage developers/third parties to use our main Contractor services to decrease the Council’s overhead costs on the Contract so minimise revenue spend overall.**

**Agreement of target costing on individual task orders to the value of £10 - £20 million each.**

**Programme management involves decision making around minimising revenue and capital expenditure through work activities related to promote these services such as resurfacing, drainage, street lighting, bridges, reactive and emergency maintenance, urban traffic control systems and traffic management/road safety scheme deign to the third parties**

**Resources include allocation of work to the site team and monitoring progress of this work and reporting progress and budgets back to relevant budget holders.**

**Manage a team of 12 FTE direct reports responsible for technical design and detail.**

**Political nous is critical as this post will manage the design and implementation of schemes that are very politically sensitive.**

**Job Context**

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|  | Head of Highways  |  |
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|  | Development and Network Manager |  |
|  |  |   |  |  |  |
|  | Team Leader- Traffic & Development |  |
|  |  |   |  |  |  |
|  | Senior Engineer X2 |  |
|  |  |   |  |  |  |
|  | Highways Engineer x4 |  |
|  |  |   |  |  |  |
|  | Senior Road Safety Officer  |  |
|  |  |   |  |  |  |
|  |  | Technical Officer x2 |  |  |
|  |  |   |  |  |  |
|  |  | Trainee Engineer |  |  |
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**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION**  | **Examples specific to role** | **Required** | **Level** | **Method of Assessment application form, interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant**  | **Extensive** |
| **SKILLS AND KNOWLEDGE****Technical knowledge and qualifications**  | **Experience*** Practical experience of technical and service delivery aspects of highway maintenance service delivery
* Practical experience for technical and service delivery aspects of transportation infrastructure related projects and programmes.
* Practical experience for the management responsibility of projects and programmes, including human and financial resources.
* Experience in engaging with clients, general public and their representatives to discuss, develop, resolve and implement solutions
* Experience of contract management and procurement, (NEC3 preferred)
* Experience of claims management in a contract environment
* Project Management experience including Risk Management
* Experience of Lean Fundamentals

**Knowledge*** Knowledge of highway construction practices
* Knowledge of highway construction materials
* Knowledge of highway maintenance operations and management, including winter maintenance
* Highways Act 1980
* New Roads and Streetworks Act 1991
* Knowledge of Highway Contracts including specification and price lists
* Knowledge of Health and Safety Legislation
* Knowledge of Design Techniques
* Knowledge of Project Management Principles and key deliverables
* Knowledge of Highways Adoptions

**Qualifications*** Degree or HND/HNC in Civil Engineering or related discipline
* C. Eng. MICE (Chartered Engineer / Member of the Institution of Civil Engineers) or equivalent professional qualification, and or demonstrable extensive relevant experience.

**Certifications*** CDM
* Chapter 8
* Project Management
* NEC3
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| **Planning and organising work**  | * Experience of Best Value, Partnership working and business/service planning.
* Demonstrable experience of and ability to reschedule and reprioritise projects to ensure targets and deadlines are monitored and met within allocated budgets.
* Ability to prioritise own and teams workload in order to achieve service delivery objectives and to meet ongoing customer expectations in line with allocated budgets
 | XXX |  |  |  | XXX | A/IA/IA/I |
| **Planning capacity and resources** | * Experience of “Performance Management” in terms of people, projects and self, the development and operation of “Quality Systems” and Equal Opportunities.
* Ability to plan and implement resources effectively in order to achieve Council objectives and service targets.
* Ability to manage, motivate and lead a team
 | XXX |  |  | XX | X | A/IA/IA/I |
| **Influencing and interpersonal skills** | * Experience in communicating and interpreting corporate aims to ensure the service meets designated targets.
* Effective communication, consultation and engagement with clients, general public, elected members, their representatives and team members.
* Proven ability to prepare and present clear, informed reports to a wide range of audiences.
* Advise on and resolve technical, financial and management problems in transportation infrastructure, including all aspects of business/service planning.
* Proven ability to manage stakeholder expectations in line with deliverables.
* Proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a ‘win win’ outcome.
 | XXXXX | X | X |  | XXXXX | A/IA/IA/IA/IA/IA/I |
| **PROBLEM-SOLVING****Using initiative to overcome problems** | * Proven ability to think ‘outside of the box’ in problem solving
* Proven ability to analyse complex problems and using specialist knowledge identify a range of options, providing a reasoned recommendation for the solution
* Proven ability to respond to problems in a reactive manner, making immediate decisions and actioning the appropriate solutions
* Proven ability to manage contract claims and to limit through negotiation and evidence size of claims
 | XXXX |  |  |  | XXXX  | A/IA/IA/IA/I |
| **Managing risk** | * Extensive knowledge of risk management and its application
* Proven ability to analyse risks in the management of projects and programmes and assess and those manage risks
* Proven ability to identify work place risk and to put measures in place to reduce ongoing risk
* Proven ability to manage contract risk and apply mitigation measures to manage risk through the contract
 | XXXX |  |  |  | XXXX | A/IA/IA/IA/I |
| **Managing change** | * Able to engage in change and to provide leadership to others through change
* Proven ability to instigate and implement change through new work practices maintaining moral and engagement from teams
* Proven ability to inspire and drive change through team working
* Ability to look forward and innovate in partnership with the Contractor
 | XXXX |  |  | X | XXX | A/IA/IA/IA/I |
| **ACCOUNTABILITY and RESPONSIBILITY****Undertakes tasks without supervision** | * Accountable for the management of highway contracts
* Accountable for the management of teams
* Responsible for the management of programmes and projects
* Accountable for the management of multiple budgets
* Able to work on own initiative and to take a pro-active approach to service delivery
 | XXXXX |  |  |  | XXXXX | A/IA/IA/IA/IA/I |
| **Managing people**  | * Manage the performance, including motivation of staff, project teams and resource groups.
* Commitment to staff and personal development, to include development plans, training and identification of opportunity.
* Committed to equal opportunities, understanding and application of related policy
* Ability to connect different teams
 | XXXX |  |  | x | XXX | A/IA/IA/IA/I |
| **Managing financial resources** | * + Management experience of managing budgets to meet business objectives and service delivery targets
	+ Proven ability to manage and co-ordinate significant budgets
	+ Proven ability to work within and engage corporate project governance procedures
	+ Proven ability to work within and engage corporate procurement rules.
	+ Management of significant sums of external income receipt
 | XXXXX |  |  | X | XXXX | A/IA/IA/IA/IA/I |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements, Leading Change, Focus on the Customer, Team Working, Delivering Performance, Motivation and Managing Resources.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**CORPORATE SAFEGUARDING STATEMENT – All post holders must be committed to applying and upholding the Council’s Corporate Safeguarding Policy Statement. Specific safeguarding responsibilities should be detailed in this document.**

**Other information e.g.**

* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours
* required to undertake duties commensurate with the grade as required for service delivery
* Throughout this JD ‘the Contract’ refers to the Highway Infrastructure Term Service Contract

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| **Signed Job holder**  | **Signed Line Manager**  | **Signed Assistant Director**  |  |
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| **Print Job Holder**  | **Print Line Manager**  | **Print Assistant Director**  | **Date** |