

## Job Description

<b>Job Title</b>	Lead for Network Coordination
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Transport & Highways
<b>Grade</b>	12
<b>Competency Level</b>	3
<b>Salary</b>	£70,608 – 78,297
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building & Citywide
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>Job Evaluation Ref No</b>	A9779

## Job Purpose

The post holder will lead a team responsible for the strategic forward planning (and delivery) of Roadworks, Lane Rental, Traffic Regulation Orders and other planned interventions on the Liverpool City Council highway network

Working in partnership with the senior internal and external stakeholders to ensure the impacts of all activities on the highway are assessed and coordinated, and that appropriate mitigations are provided to minimise delays and disruption on the Highway network in line with the Traffic Management Act 2004

To provide leadership and management to the Permit & Coordination Team Leader, Streetworks & Coordination Team Leader and the Principal Engineer Parking & Traffic Orders, with responsibility for ensuring performance and service targets are achieved for effective delivery

To monitor, implement and keep the business up to date on NRSWA & Traffic Management Act legislation and develop effective policies and procedures that assist in the delivery of the role. Involvement and co-ordination of utility companies and management of Notice Management systems

To ensure the timely delivery of both permanent and temporary Traffic Regulation Orders. Keeping policies and procedures updated and in accordance with accepted industry standards

To use all powers within the remit of the post to coordinate the activities of all Works Promoters including Liverpool's own activities operating in the city and thereby help ensure the council fulfils its network management duty as required under the TMA 2004

To work with key partners and stakeholders on planning and developing future pipelines of works / network improvements. Keeping the highway safe, reliable, and accessible for all, in line with the Traffic Management Act 2004

To deputise for the Head of Network Management when required

### **Directly Responsible For:**

Permits & Coordination Team Leader, Streetworks & Coordination Team Leader and the Principal Engineer Parking & Traffic Orders

### **Directly Responsible To:**

Head of Network Management

## Main Areas of Responsibility:

- To ensure the efficient management of the City's Road network in line with the Traffic Management Act 2004
- Responsible for providing effective and comprehensive management and performance indicators on works planning, coordination and delivery Management by stakeholders and to ensure the assessment of initiatives to improve performance, value for money and best value are delivered
- To manage the relationship with promoters of schemes and works on the Highway network, to ensure that the impacts of their works on traffic capacity and flow are minimised
- Responsible for the senior management and development of a co-ordinated Street Works service, ensuring that the Council's duties under the NRSWA 1991, TMA 2004, LoPS & the Highways Act 1980 are discharged properly, efficiently and effectively
- Controlling and mitigating the effect of events on the highway and traffic generated by construction sites. At all times ensuring that the service provided is proactive and responsive, taking appropriate and any necessary action to ensure the smooth running of the highway network
- To support the Network Manager as required, and requested, in their role as the Traffic Manager as required under the Traffic Management Act 2004 for Liverpool City Council. Including the strategic relationship with neighbouring local authorities in relation to the management of road works and other planned interventions in accordance with the principles set out by the TMA for reducing congestion and identify reasonable and practicable outcomes from local authority activities to support the Network Manager and Network Management duty and LCC's priorities
- To support the Network Manager in building relationships and raising the profile of network management, with other key stakeholders both internally

and externally, to ensure clear lines of communication and collaborative working

- To lead and manage the functions needed for the management of the highway network involving the promotion and support of transport related safety issues and healthy lifestyles
- To support the Network Manager in ensuring the Council's statutory responsibilities are met in all areas of Network Management
- To effectively manage the relevant, allocated Network Management budgets within the Council's scheme of delegation of financial responsibility
- To oversee the allocated areas of responsibility in such a way as to protect their financial and operational viability by maintaining current resource levels and securing additional business to maximise income generation
- To lead on the identification of new funding streams, and business case development, working closely and building on existing relations with the LCR (Liverpool City Region) Combined Authority, JAH(UK) and HAUC(UK)
- Represent the Highway Authority when required at judicial hearings.
- Requiring a good working knowledge of current highway construction practice, materials and the requirement of Chapter 8 of the Traffic Signs Manual
- Ensure evidence is gathered in depth to defend the city from tripping claims by means of section 58, utility opening notices and liaising with highway/street work inspectors
- A good working knowledge of the New Roads and Street Works Act and associated codes of practice and an understanding of the Traffic Management Act are essential
- Detailed knowledge of permit schemes
- To represent the Council at both regional and national meetings, initiating and developing strong working relationships and maintaining effective networks to seek out new ideas and innovations to improve service delivery
- Manage, control and report on overall performance of the Highways and Transportation division to senior officers and Elected Members

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Provide strong performance management of the relevant areas of responsibility by owning and developing service planning, robust financial and budget management and performance measurement ensuring that continuous improvement, value for money and best value are delivered
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation, mentoring  
Initiate and develop strong working relationships, both internally and externally, and maintain effective networks to seek out new ideas and innovations to improve service delivery
- Visibly promote and demonstrate a strong commitment to equality in all areas of the service and wider business
- Own, live and demonstrate the vision, core values and ethos of the Council and ensure they are translated into clear objectives and initiatives
- Encourage a continuous improvement environment to develop an outstanding service
- Be responsible for the effective management of all HR policy and procedures, including disciplinary, welfare and attendance processes
- Actively promote best practice to ensure consistency, fairness and transparency at all times
- Deal with conflicting demands to establish corporate priorities.
- Build and maintain effective networks in order to seek out new ideas and innovations to improve service delivery
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Assess staff performance and work with the Network Manager to set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring
- Manages performance and behavioural issues effectively
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets
- To manage the team's performance against performance indicators, quality targets and take action to improve performance where required, reporting trends to management and proactively taking action to correct negative trends

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.

- Include details of the value of budget/financial responsibility and what this budget should be used for.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- Will be required to work in adverse weather conditions on occasions

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## **Competency Framework:**

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values

The post holder will be required to demonstrate the ability to perform at the following competency **level 3**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation



# Personal Specification

**Assessment methods used:** I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A relevant Engineering qualification (A)
- Excellent working knowledge and expertise of programme management techniques, approaches and methodologies, with a sound knowledge and understanding of risk management and its application (A/I)
- Experience of coordinating works on the highway network (A)
- Evidence of continuous professional development related to one or more aspects of development, which reflects commitment to effective management in a large organisation (A/I)

### Desirable

- Be registered with Engineering Council and be an active member of a professional body
- Be NRSWA SWQR accredited to supervisor level or equivalent with suitable experience in a management role
- Lantra 12DT7 or equivalent Traffic Management qualification
- SWQR accreditation for signing & guarding, lighting, excavations in the highway and reinstatements

## Experience

### Essential

- Experience of working in a diverse and developing environment where you have been instrumental in managing change successfully (A/I)
- Experience of presenting relevant issues to senior managers and associated member bodies (A/I)
- Extensive experience at a senior level in a complex and demanding Highways and Transportation environment (A)
- Experience of leading and motivating staff in a demanding environment (A/I)
- Evidence of success in delivering services within tight budget constraints and with limited resources (A/I)

### Desirable

- Experience in managing a multi-disciplinary team to deliver a first-class Highways and Transportation service
- Development and implementation of policies, practices and procedures in line with current government legislation, local priorities and national best practice
- Experience in the design, modelling, installation, commissioning and management of the operations of traffic signal controls in a city
- Comprehensive understanding of parking schemes and associated regulation
- Detailed knowledge of both permanent and temporary traffic regulation orders, parking scheme design, regulations and policies, highways design, traffic engineering, transportation planning, and the ability to develop and initiate schemes from inception through to completion

## Skills/Abilities

### Essential

- A comprehensive understanding of and the ability to apply, all professional standards, legislation, guidance and codes relevant to physical regeneration and development (A/I)
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports to a wide range of audiences reflecting political sensitivities where appropriate (A/I)
- Proven technical and professional skills in relation to Highways management and maintenance (A/I)
- Good knowledge of Street Works software packages (i.e. Confirm, also Symology, Mayrise, etc.) along with Microsoft Office (Word, Excel), and using hand held data capture devices (e.g. Confirm Connect) (A)
- A strong understanding of the enforcement of street works legislation, Fixed Penalty Notices and prosecution processes (A)

### Desirable

- Ability to influence and negotiate at all levels within the organisation and with external agencies or partners
- IT literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role
- Good judgement and the ability to anticipate and plan for future developments
- Understanding of the NEC suite of construction contracts
- Knowledge of strategic and micro-simulation traffic modelling
- Ability to use a variety of specialist software packages and web-based applications relevant to Intelligent Transport Systems

## Commitment

### Essential

- Ensure the effective and efficient implementation of Council policies as relevant to this role and the achievement of the Council's objectives, including financial ones (A)
- Ensure effective and accessible communication with staff, service users, the general public and others as appropriate (A)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

## Other

### Essential

- Able to attend evening Committee, public and other work-related meetings.
- Experience of highway works including legislative specifications (materials, procedures, etc.) and operational safety (A/I)
- Operational experience and understanding of the New Roads and Street Works Act, Highways Act, Traffic Management Act and associated Codes of Practice (A/I)
- Understanding of the EToN / Street Works administration systems (A/I)
- Good knowledge of Permit Schemes (A)
- Experience of presenting at public meetings (A)
- Full UK Driving Licence (A)

### Desirable

- A strong team player able to work flexibly to meet the needs of the service