

Job Description

Job Title	Lead for Network Development & Delivery
Directorate	Neighbourhoods and Housing
Service Area	Transport & Highways
Grade	12
Competency Level	3
Salary	£68,419 – 75,869
Job Type	Hybrid
Location	Cunard 4 th Floor & Citywide
Disclosure and barring service (DBS)	n/a
Job Evaluation Ref No	A9667

Job Purpose

The post holder will lead a team responsible for delivering the strategic forward planning of Traffic/Road Safety and movement of traffic around the city and other planned interventions on the Liverpool City Council highway network. Working in partnership with the senior internal and external stakeholders, ensure the impacts of all activities are proposed, assessed and that appropriate mitigations are provided to minimise delays and disruption on the Highway network in line with the Traffic Management Act 2004

The successful development, planning, management and implementation of major or significant road safety & capital projects across the City. These programmes are

aligned with Liverpool City Council's vision, capital schemes, reactive programmes and the wider organisation's aims, objectives and goals

Responsible for achieving the agreed deliverables and outputs; on time and within budget, working across the company and with key departments and strategic partners

To manage all Network Management contracts and team operational systems, Including contract monitoring / renewals / extensions

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

Urban Traffic Control - To ensure the council's immediate and long-term exposure to technical, operational and financial risk is both minimised and sustainable, by comprehensive assessment of design proposals, monitoring subsequent construction and installation of the most up to date technology, testing and commissioning of traffic signals and bollards across the city. Also, to manage the supervision and monitoring of contracts in accordance with statutory and legislative codes that is aligned with the council's quality, technical and functional standards and specifications

To deputise for the Head of Network Management when required

Directly Responsible For:

Traffic and Road Safety Team Leader, Urban Traffic Control Team Leader

Directly Responsible To:

The Head of Network Management

Main Areas of Responsibility:

- To ensure the efficient management and development 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 scheme planning, delivery, coordination and management by stakeholders and to ensure the assessment of initiatives to improve performance, value for money and best value are delivered
- To support the Lead for Network Coordination in managing 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
- 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
- Continue 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 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
- To manage the development and delivery of relevant areas of responsibility, ensuring that the specifications and costs are contained within available budget and that within those parameters, they best meet the collective needs of service users
- To ensure the effective management of the City's Professional Service Frameworks (or their replacement contracts), ensuring that they are managed and monitored appropriately
- 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
- Ensure the delivery of a first line response service for the maintenance of city's UTC system and rising bollards

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

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 and significant experience in the design, modelling, installation, commissioning and management of the operations of traffic signal controls in a city & Professionally Qualified to Incorporated Engineer (I. Eng.) or equivalent (A/I)
- Evidence of continuous professional development related to one or more aspects of development, which reflects commitment to effective management in a large organisation (A)
- Experience in the procurement, management and delivery of highway improvement, ITS and/or other engineering projects (A/I)

Desirable

- Be registered with Engineering Council and be an active member of a professional body

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)
- 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)
- Extensive experience in the preparation of contract documentation, contract administration and the financial control of civil engineering and/or ITS projects (A)
- Experience of commissioning, briefing and monitoring external consultants and service providers (A/I)

Desirable

- An good understanding of the NEC suite of construction contracts
- Extensive experience at a senior level in a complex and demanding Highways and Transportation environment
- 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

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)
- An good understanding of the NEC suite of construction contracts (A,I)

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

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)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Able to attend evening Committee, public and other work-related meetings (A,I)
- Full UK Driving Licence (A)

Desirable

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

