Job Description

Job Title	Planned Maintenance Manager
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	9
Competency Level	2
Salary	£53,051 - £58,543
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A10395

Job Purpose

To provide technical and managerial support to the Highways Maintenance Team. To ensure that effective procurement and delivery of highways maintenance improvements works and projects are delivered through partnership and contractual arrangements that provide effective, quality and value for money schemes and services.

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Directly Responsible For:

Senior engineer Planned Maintenance

Directly Responsible To:

Highways Maintenance Manager

Main Areas of Responsibility:

- To participate in fully embracing and developing corporate and central government initiatives, to enable the City Council to deliver its services with full public participation
- To monitor, manage and ensure best value procurement and delivery of highway maintenance works, programmes and policies delivered through highway partnerships and contracts. Ensuring that works are delivered to agreed budgets, timescales and quality standards leading to the achievement of Corporate, Service and team plans and targets, as directed
- Responsibilities include but are not limited to:
    - Manage, monitor and support the partnership contractual arrangements
    - Review and amend as required designs and proposals put forward by partners and contractors
    - Review and amend as required the procedures adopted by partners and contractors
    - Review and amend as required highway maintenance works implementation to ensure specifications are met and they are fit for purpose
    - Review and amend as required and give approval for schemes designed and implemented by consultants and other contractors or developers

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- Undertake benchmarking and implement best practice to improve service delivery
- Respond to all enquiries on highway related issues
- Monitor the effectiveness of highways schemes, including supervision of the consultants and contractors, identifying issues and measures to improve scheme delivery and standards
- Provide highways maintenance input into all proposed highways schemes, to sustain and improve the life cycle of the assets through identifying risks and mitigation measures as appropriate
- Contribute to and manage the range of highway asset management plans, including those required by government to secure funding
- Liaise with service areas that interact with the delivery of highways services, including Planning, Communities, Environmental Health, and other street-based services
- Identify and agree annual maintenance programmes and proposals, including working on setting a programme of priority works to respond to the emerging KRN (Key Route Network)
- Assess and challenge highway maintenance and capital project proposals, for continuous service delivery improvements
- Provide technical advice on highway related issues, including assisting in securing the appropriate Development Control funding and construction standards, input into the preparation, implementation and review of policies

- Assist in the delivery of other Transport & Highways Services as directed by senior managers
- Plan for the development of existing and implementation of new procedures, systems and equipment to deliver continuous improvement and Best Value
- To attend meetings, presentations, exhibitions etc when required as a representative for the service and Directorate

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- Monitor and provide information to the Team Leader and other senior managers/ clients on highway maintenance and improvement projects, particularly around timescales, cost and quality
- Strive to improve communication both within and outside the team and the Directorate
- Ensure that all appropriate design standards and procedures are followed including procurement regulations

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To provide motivational leadership and champion effective customer focussed services across your areas of responsibility, setting standards to ensure clarity of vision, and ownership and pride in service provision. To encourage, coach, train and develop individuals and teams to enable them to maximise their capacity and facilitate effective delegation
- To ensure the efficiency, effectiveness and quality of services, within your area of responsibility, through the performance management of individuals and teams

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies

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- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council

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:

- Generally, office based but also site visits will be required, possibly outside normal office hours and during adverse weather conditions

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

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- 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 2.

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

- Possess a formal qualification or degree in a relevant discipline (A/I)

Desirable

- Membership of a relevant Institution
- Management qualifications/ formal management training

Experience

Essential

- Considerable technical experience in a relevant discipline (A/I)
- Extensive knowledge of Highway related functions (A/I)
- Experience of working with partners and contracts (A/I)
- Experience of managing and delivering major highways maintenance contracts (A/I)

Desirable

- Experience of working in a value for money environment

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Skills/Abilities

Essential

- Ability to work with and harness the output from the team and other partners (A/I)
- Problem solving skills (A/I)
- Ability to be flexible and adapt to new initiatives and policies (A/I)

Desirable

- Good communication skills, both verbal, written and through presentations
- Ability to prioritise workload to meet deadlines
- Experience in monitoring and controlling resources
- Project management
- Ability to develop solutions to improve productivity
- Ability to deal in a considerate manner with the public, Councillors and other officers
- Good time management and organisational skills
- Experience of working with community groups, businesses, and the public

Commitment

Essential

- Adaptable, flexible and capable of team and individual working (A/I)
- Able to attend evening Committee, public and other work-related meetings (A/I)

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Desirable

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

Other

Essential

- A Working understanding of budget and finance systems (A/I)
- A Working understanding of highway legislation (A/I)
- Full UK Driving Licence (A/I)

Desirable

- A working understanding of Best Value

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