

Job Description (last updated 28 September 2021)

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Transport & Sustainability
SECTION:	Transport & Sustainability
DESIGNATION:	Assistant Director (Transport & Sustainability)
GRADE:	C
POST NO.:	DRES_SMT02
REPORTS TO:	Director of Regeneration, Enterprise & Skills

Purpose of Job

- To provide strategic and professional leadership to the Transport & Sustainability division. The service includes:
 - Transport Strategy incl transport planning, road safety / active travel
 - Traffic incl parking design, CPZs, 20 mph zones, LTNs, cycle schemes
 - Highways incl major projects, maintenance, structures
 - Parking incl back office and enforcement
 - Sustainability incl responsibility for coordination of the Carbon Neutral Plan delivery as well as direct delivery of key projects.
- To be responsible for the management and delivery of high quality transport, parking and sustainability programmes of work in Royal Greenwich
- To be responsible for the strategic development of transport and sustainability initiatives in the borough including those that address air quality and climate change.
- To ensure that the functions are delivered within a framework of quality standards, budgetary control and according to relevant legislation and Council policy.
- To ensure robust project and programme management is in place for all areas of work that enable clear and timely reporting and that foster a culture of transparency.
- To ensure that health and safety, including compliance are adhered to and delivered effectively.
- To develop and deliver a continuous improvement culture and work programme for the division.
- To be part of the Directorate Management Team recognising that this role incorporates a leadership responsibility for the delivery of the Council objectives including the concept of one Council.

Summary of main duties and responsibilities

Leadership

1. To lead the Transport & Sustainability agenda of the Royal Borough and be accountable to the Director of Regeneration, Enterprise & Skills.
2. To provide high level professional leadership for the development and delivery of key transport and sustainability milestones.
3. As part of the Directorate's Management Team to contribute to effective corporate leadership, management, and decision making. This includes the delivery of the key Council strategies and objectives alongside fulfilling all health and safety including compliance requirements.
4. To lead by example and develop a culture of high productivity, delivery and professionalism.

Strategic

5. To lead on policy formulation at a strategic level and to the development of collaborative, cross departmental and working.
6. To collaborate and work in partnership with adjoining boroughs, sub regional partners, transport service providers and strategic pan-London organisations.
7. To lead on the annual review and alignment of service policy and budget planning processes within the context of statutory and local service priorities, grant allocations and the wider Council budget framework.
8. To lead on the coordination and in some cases delivery of Sustainability and Air Quality measures that seek to reduce carbon emissions and air pollution and address other sustainability issues, in particular the Carbon Neutral Plan.
9. To adopt a solution focussed approach to a rapidly changing environment.

Traffic and Transport Strategy

12. Responsible for ensuring development and implementation of the Council's Integrated Transport Strategy and policies (including the Parking & Kerbside Management strategy), including an outcome focussed and evidence-led strategic framework for identifying, prioritising and scheduling the Council's works and behaviour change programmes.
13. Responsible for ensuring the provision of an effective, comprehensive and integrated traffic management and engineering service across the borough and to lead on the all matters related to the movement of people and goods on the highway network. Specifically provide a co-ordinated approach to the use of the highway, including road

safety, improvement measures, parking policy and the Network co-ordination role, taking the role of Traffic Manager.

Highways

14. Responsible for ensuring the provision of an effective, comprehensive and integrated civil/municipal engineering service across the borough and to lead on the all matters related to the management, maintenance, inspection and condition of the highway network. To specifically provide a co-ordinated approach to highways asset management, maintenance and improvement including roads, footways, bridges & structures, street lighting, drainage and other related assets taking account of health & safety including compliance requirements.

Parking

15. Responsible for the delivery of an agreed vision for the continuous improvement of the Council's parking services through achievable annual business plans, strategic direction, the effective management and deployment of staff and other resources whilst optimising the use of technology to improve customer access and customers' experience of the service more generally.

Sustainability

16. Responsible for leading an effective pan-Council approach on sustainability, with a focus on delivering the overarching Greener Greenwich Strategy (to be updated) and its component parts, in particular the development, adoption and implementation of a Carbon Neutral Plan and delivery of actions identified for inclusion in the Air Quality Action Plan such as they relate to the directorate.

Community Engagement and Communications

17. Lead and build strong working relationships with all Council services in order to achieve a one Council approach to service delivery as well as develop and maintain strong working relationships with stakeholders, partners, residents, developers, investors and consultants which will generate confidence and respect.
18. To work in partnership with all stakeholders and take responsibility for ensuring the wider community, residents and businesses are effectively involved in planning and developing of proposals for improvements as agreed with Members.
19. To provide Council Committees, Working Parties, Community Groups and voluntary sector agencies with relevant information and reports as appropriate.
20. To represent the Council as required at local and national levels acting as an ambassador ensuring enhancement of Council's reputation and image.

21. To provide advice and guidance to the Director of Regeneration Enterprise and Skills, Chief Executive, Cabinet Member(s) and to the Council's Executive.

Working in a political environment

22. To develop and sustain positive relationships with elected Members to help shape proposals and ensure priorities are effectively implemented.
23. To provide advice and support to Members that recognises the policy and operational tensions and constraints of service delivery.

Partnership working

24. To lead the development of effective working relationships with internal departments and all key stakeholders – public, statutory, non-statutory and local people and businesses. For example, the GLA, TfL, other local authorities and Community Groups. To ensure effective arrangements are in place to support joint planning, monitoring and delivery of plans and projects.

Financial management

25. To have overall responsibility for the divisional budget and to be accountable to the Director for all its management ensuring that it is effectively controlled within cash limits and all information and performance requirements are established and met. To ensure that all services delivered or procured represent value for money.
26. To control the budget for the service, ensuring that resources are deployed efficiently and that services are provided within the Council's approved budgets, including spend to save capital investment.
27. Responsible for overseeing the identification, application and management of non-Council revenue funding, including developer contributions, TfL, GLA & DfT grants and other external sources.
28. Forecast, plan, manage, monitor and review the use of resources to achieve service objectives.

People, performance and programme management

29. To lead, manage and be accountable for the performance of managers and staff over whom you have control direct or indirect. To ensure adequate arrangements are in place to recruit, manage and develop staff in order to maximise their effectiveness, performance and customer focus of the services ensuring that agreed outcomes are met consistently and in accordance with the policies and standards.

30. Ensure robust project and programme management is in place for all areas of work that enable clear and timely reporting and that foster a culture of transparency.
31. Responsible for the recruitment, employment and retention of staff within the framework of the Council's employment procedures and policies, and for the development and maintenance of good employer relations.
32. To lead the service in the delivery of best practice and best value through the establishment of effective systems, targets and performance management that secures high standard of service delivery and secures positive outcomes.
33. To develop and implement strategic priorities and performance targets for the Directorate, which include the relevant performance indicators and are reflected in the relevant strategies and policies.
34. Build, develop, motivate and manage high-performing teams, tackling poor performance positively and effectively.
35. Ensure staff within the service have the skills, knowledge and aptitude to provide high standards of customer service.

General

36. Deputise for the Deputy Director and / or Director as required.
37. Represent the Council at committees and internal and external meetings and provide advice and make presentations as required.
38. Carry out all duties with due regard to the provisions of health and Safety regulations and legislation, the Council's Equal opportunities and Anti-Poverty and Customer care policies, the New Technology agreement and Data Protection legislation.
39. Carry out any other work appropriate to the level and general nature of the post's duties.

Person Specification (last updated 28 September 2021)

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Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate *
Qualifications and Experience		
Successful experience of leading and managing a large and complex workload at a corporate and directorate level	AF/I	Y
Proven experience of successfully managing large scale complex Transport, Parking and / or Sustainability services, programmes and projects	AF/I	Y
Significant experience of strategic policy development in Transport, Parking or Sustainability areas	AF/I	
Experience of securing external funding and managing large complex budgets	AF/I	Y
Experience of managing diverse services and multi-disciplinary teams within the framework of good governance and empowering staff	I	
Experience of transforming services ensuring they are effective, efficient and outcome focused		
Thorough understanding of the potential impact and detailed knowledge of the Transport and Sustainability agenda at a national, regional and local level.	AF/I	Y
Knowledge, Skills and Abilities		
Ability to create a clear vision for the services managed, transforming the culture of the services and and inspiring staff to adhere to each of the Council's staff values	AF/I	Y
Ability to deal with the equalities issues arising from a large diverse workforce	AF/I	
Ability to manage competing priorities	AF	
Evidence of political awareness and ability to communicate effectively within a politically sensitive environment	AF/I	Y
Evidence of ability to understand and analyse	AF	

emerging issues, place them in an appropriate context and be innovative in developing solutions		
Equal Opportunities / Health and Safety		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	Y
To understand and comply with the requirements of the Health and Safety at Work Act 1974.	AF/I	Y