

**LONDON BOROUGH OF MERTON****ENVIRONMENT, CIVIC PRIDE AND CLIMATE DIRECTORATE****JOB DESCRIPTION**

**Post title:** Head of Sustainable Transport, Highways and Climate

**Grade:** MG3

**Division/section:** Public Spaces

**Location:** Civic Centre

**Responsible to:** Director of Public Spaces

**Responsible for:** 50 staff, revenue and capital budgets of £6m annually.

**Post number:**

**Date:** January 2024

**1. MAIN PURPOSE**

- To be responsible to the Director for the overall management of Sustainable Transport, Highways and Climate services within the Council. To focus on strategic transport planning, commissioning of highways maintenance services and the strategic management and oversight of the council's Climate Action Plan. To be responsible for the following services, teams and budgets:
  - Sustainable Transport Team
  - Highways, Network Coordination and Street Lighting Team
  - Climate Team

Revenue budget: £10.273m per annum.

Capital budget: £6m per annum.

## 2. MAIN DUTIES AND RESPONSIBILITIES

- To act as the Council's expert and provide strategic leadership, direction, management and control in the delivery of the Council's Sustainable Transport and Highways functions, whilst taking a strategic lead on the Council's Net Zero Carbon, Climate Action Plan.

As the Head of Sustainable Transport, Highways & Climate you will:

- Advise and work with senior colleagues and partners within other public sector organisations to ensure the delivery and review of the Council's Asset Management Strategies, Policies and Plans for Highways and Transport so that:-
  - the Highways and Transport Asset Management Plan aligns with Regeneration & Place making strategies.
  - Ensure that the aims and objectives set out in the Plans are established to deliver beneficial outcomes in support of Corporate objectives. Monitor works and services and enforce compliance with legislation, regulations and approved codes of practices.
- Provide corporate advice on all Highways and Transport related operational matters that support the Council's Regeneration, Place, Asset Management and Sustainability strategies covering London-wide and cross-borough proposals.
- Lead and direct investment on the Highways and Transport network to ensure that corporate objectives are met and Merton becomes a leading outer-London area with a sustainable asset base, deployed most effectively. Lead on the consolidation of the Highways and Transport network which is valued in excess of £3bn.
- Lead on the delivery of the TFL Local Implementation Plan and its associated funding package; LBM Capital Programme and CIL funded projects related to sustainable and active travel, highways improvements and delivery of public realm investments.
- Ensure that Merton's statutory Highways, network co-ordination, permitting and traffic management functions are delivered including undertaking the role as the Council's statutory traffic manager.
- Lead on the delivery of the LBM Climate Action Plan via a matrix management approach, being responsible for the strategic direction, budget management and reporting on progress against agreed objectives.
- Ensure systems and processes are in place to provide a strategic overview (and detail where necessary) for all aspects of the operational delivery. This includes the

updating and monitoring of risks, and to ensure that works and services are delivered within programme and budget.

- Contribute to the overall corporate leadership of the Council, delivering an innovative approach to delivery and improving performance of service areas.
- Develop strong working relationships with elected members, providing expert and professional advice and support on your service areas, and the creation of policy as required.
- Effectively brief elected members on key issues, supporting the Executive Director or other members of CMT as required.
- Develop and maintain strong working relationships with other Council directorates, other external agencies in the public, private and voluntary sectors including TfL, GLA, contractors, volunteers and politicians.

### **3. HEAD OF SERVICE – KEY ACCOUNTABILITES**

- To role model the values and behaviours of the organisation so your teams can see, hear and learn from you: [Work for Merton \[DRAFT\] : Values | Merton Council](#)
- To be accountable for leading and managing specific Council services at an operational/ delivery level, providing professional expertise, leading on programmes or the commissioning of services for the Council.
- To ensure that the services are up-to-date and best use is made of innovation and new practices
- To work with Councillors to implement the strategic aims and objectives of the Service.
- To provide strong leadership, management and guidance regarding the allocation of resources, risk management, change management and behaviours within a specific service area.
- To be an ambassador for and represent the Council at all times
- To manage and develop the workforce within their service area
- To contribute to the overall management of your Directorate
- To lead on issues of equality and diversity and inclusion ensuring all service and employment practices are compliant with the Councils aims.
- To effectively brief Members/CMT on relevant matters

- To be responsible for accurate monthly or quarterly reporting on progress against service delivery objectives and key performance indicators

#### **4. PERSON SPECIFICATION**

##### **Experience, skills and technical requirements**

- Experience of successfully delivering complex projects, high-quality front-line services and the sustainability agenda.
- Technical understanding and experience of at least one of the key service areas: Transport Planning, Traffic Management,, Highways and Sustainability/Climate.
- Respected senior leader skilled in working with and influencing senior stakeholders in both the public and private sector, and clear track record of delivering results in a political environment.
- Experience and skills of managing a relevant service from within Highways or Transportation, including leading teams through change, and a track record of continuous improvement.
- Demonstrable experience of strategic and innovative thinking with a proven track record of delivering results against tight deadlines and stretching targets.
- Experience of leading a mixed team of both internal staff and technical, expert consultants and delivery contractors, and building an inclusive team culture.
- Experience of budget management at a senior level in an organisation.