

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Director of Highways Operations and Street Scene	Grade: Hay Band 3
Section: Highways	Directorate: Environment and Community Services
Responsible to following manager: Executive Director Environment and Community Services	Responsible for following staff:
Post Number/s:	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This is a senior leadership role working for both Richmond and Wandsworth Councils. The purpose of the shared management arrangement is to provide the best possible professional advice, managerial leadership and provision of service to the two boroughs. The role requires a high level of responsiveness to the needs and expectations of both Councils, and the ability to adapt to sometimes differing processes and member expectations.

The overall purpose is to provide the highest quality of service at the lowest attainable cost, while meeting the expectations of both Councils. In order to succeed at this level, a high level of drive, resilience and political sensitivity are required, along with the ability to foster effective teamwork, help others achieve their maximum contribution and set standards for continuous improvement.

Job Purpose

To develop, implement and promote effective policy, strategies, and intervention for the efficient and cost-effective delivery of a range of critical highways infrastructure, operations, and service provision. Developing policies, embedding change, and delivering value for money for the communities of Richmond and Wandsworth.

High level of operational and technical knowledge in directing and managing Highways infrastructures including Network Management, Highways, Inspection and Enforcement, Transport and Direct Services.

To play an active role in civil contingencies activities and emergency planning based events.

To lead the implementation and review of the Council's Emergency Plan.

Specific Duties and Responsibilities

1. Deliver strategic, decisive, influential leadership and direction to ensure the combined efforts of internal resources and external partners and stakeholders are effectively co-ordinated.
2. Provide advice and guidance to members and senior managers on the implications of new legislation, policies, and any other major external and internal drivers for change and to ensure the effective implementation of required change to be fully conversant with the range of technical, financial, employment and legislative developments that affect the services including highway law, building developments and the multiplicity of funding streams and contract requirements.
3. To lead in implementing and reviewing the Council's emergency plan in light of incidents and assist in the formulation of the council's related policies regarding emergencies in regular consultations with the police and other emergency services.
4. To play an active role in civil contingencies activities including taking the lead role on site in all major emergencies.

5. Develop and implement strategic business plans in line with the core purpose and continuous improvement of services.
6. Responsible for the service area budget and delivery of high quality, value for money services within the budgetary parameters. Leading efficient and cost-effective delivery that meet the needs of Richmond and Wandsworth residents and businesses and discharges of all statutory requirements.
7. To lead and direct the development and maintenance of a motivated, performance focused workforce that is trained, professional, effective, and committed to the success of the operating model and service standards.
8. Ensure robust systems are in place to maintain and produce accurate and timely data required for statutory compliance, monitoring against performance standards and evaluation of service delivery.

Generic Duties and Responsibilities

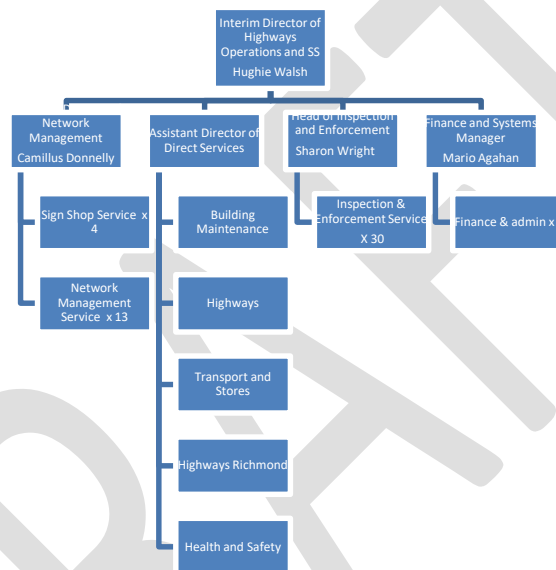
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Monitor and review budgets to ensure efficient and effective use of limited financial resources. Monitor income resulting from successful tenders and Trading Accounts to ensure profitability and efficiency. Authorise unlimited expenditure on purchase or goods/materials in accordance with relevant Council Codes.

Ensure the provision and maintenance of the Council's transport and mechanical plant.

Team structure



Person Specification

Job Title: Director of Highways Operations and Street Scene	Grade: Hay Band 3
Section: Highways	Directorate: Environment and Community Services
Responsible to: Executive Director of Environment and Community Services	Responsible for:
Post Number/s:	Last Review Date:

Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Extensive knowledge and understanding of local government and of the areas of responsibility.	x		A/I
Excellent understanding of the political context at a local, regional and national level and the ability to operate sensitively and efficiently within a political environment	x		A/I
Ability to work collaboratively as part of the senior leadership team, taking shared responsibility for directorate and organisational performance	x		A/I

Ability to provide strategic direction within the relevant area of responsibility in an environment of reducing financial resources including operating a contract trading account and bidding for all work		x	A/I
Ability to build, maintain and influence effective working relationships both internally and externally with key stakeholders and partners	x		A/I
Experience	Essential	Desirable	Assessed
Significant leadership, experience and delivery of Highways infrastructure within a complex organisation	x		A/I
Substantial experience and a record of achieving and delivering efficient highways services		x	a/I
Successful development of multi-agency partnership and collaborative working to ensue service delivery and maximise best value.	x		A/I
Skills	Essential	Desirable	Assessed
Highly developed interpersonal and communication skills	x		A/I
Skilled in leading, managing and motivating services/teams in a challenging and changing environment	x		A/I
Strategic and analytical thinking skills to provide creative and fit for purpose solutions to problems within the area of responsibility	x		a/I
Commitment to diversity and inclusion though the ongoing development of an inclusive workplace	x		A/I
Qualifications	Essential	Desirable	Assessed
Relevant professional/management qualification or equivalent experience	x		A/I/C

A – Application form / CV

I – Interview

T – Test

C - Certificate