

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Place and Regeneration
SERVICE:	Environment and Transport
JOB TITLE:	Head of Highways
GRADE:	Band 15
JD REF:	H241
RESPONSIBLE TO:	Director of Environment and Transport
RESPONSIBLE FOR:	Council Services within the remit of the post. These may change to reflect need and maximise resources and capacity across the Council and depending on progress in relevant programmes.
Service/ Functions:	Leadership, strategy development and delivery of Council services and functions relating to its roles as a Highway Authority, Network Management Authority, Lead Local Flood Authority and Coastal Protection Authority. These include development and delivery of the annual LTP capital programme, highway asset management, maintenance, safety and improvement activities, design and delivery of highway improvement and maintenance schemes, road safety schemes, drainage, cycleways and footways. It also includes winter services, management of streetworks, parking services, Definitive Map and List of Streets, highways design office, highways laboratory, highways development management, health and safety management of the highway construction activity/services, development of Shoreline Management Plan and development and delivery of flood risk management and coastal protection schemes. Out of hours response and co-ordination of highways support as part of the Northumberland Emergency Response Plan. High level contact with National Highways, Environment Agency, Department for Transport, North East Combined Authority and Transport North East to negotiate and resolve key issues.
Employees:	Full line management of department including section managers, relevant team leaders, technical experts and other post holders within the Directorate supporting front line services. The postholder will be responsible for circa 360 employees. Some programme and project resource may also sit within the post's remit and may vary depending on activities and priorities and progress in delivery.

Budget:	Responsibility and accountability for the effective management of Council finances within the service and supporting the Director and other colleagues to make the best use of the total resources available across the Directorate. The postholder is responsible for managing a gross service budget of approximately £81m (£32.330m gross revenue and £48.924m capital).
Other Resources	As required to ensure that all activity is undertaken to deliver resident focused and value for money services in line with the Council's Vision and Corporate plan. Part of this postholder's role will be to support the Executive Director for Place and Regeneration and Director of Environment and Transport to ensure that services provide a good balance of provision that meets both universal and targeted need.

JOB PURPOSE:

To lead, steer, manage and support highway services to deliver the Council's key corporate and partnership priorities that fall within the post's remit and in line with the corporate plan - a council that works for everyone, to benefit the people and communities across Northumberland.

In support of the Executive Director Place and Regeneration and Director of Environment and Transport to provide services which will deliver the Council's ambition for the County which recognise the needs of local communities as well as the whole County. This postholder will be responsible for the delivery of important services that all residents use and need every day and so understanding how to balance provision given the size and different needs across the County will be a critical part of the role.

Be the key point of coordination for matters associated with highways services. Delivery of the complimentary aims of maintaining a high performing, responsive network, supporting sustainable transport choices, safety for all users, facilitating local growth ambitions and delivering value for money services.

The postholder will be expected to work with partners across the public and private sector to ensure all resources are aligned to deliver the best possible services. This may involve commissioning new forms of service delivery (e.g. infrastructure projects) and monitoring contract arrangements to ensure all conditions are being met.

Represent the Council in partnership activities across the public, private and voluntary sector in initiatives and programmes which promote a well-connected clean, green, safe and healthy environment across the County for the benefit of residents and all businesses. The postholder will be expected to deputise for the Director if requested.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services across the locality.

Lead by example to foster a culture, both with the Service and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations.

Ensure that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the post having regard to the decision making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Council's Executive Director Place and Regeneration and Director of Environment and Transport be a lead adviser on matters relating to highways related services and ensure timely advice to relevant Council bodies on all related matters of policy, statutory requirements and operational practice to enable the Council to make informed decisions. Working closely with the Head of Transport and Climate Change who has the lead responsibility for transport policy, strategy and development of major transport infrastructure proposals and active travel programmes and projects.

Support Members of the Council, the Executive Director Place and Regeneration and Director of Environment and Transport in developing the priorities for the County to secure sustainable solutions spatially aligned to priorities and ensure best advice is provided on the most appropriate response to internal and external pressures. This will involve providing specific advice relating to opportunities and challenges to improve and maintain the condition and safety of the infrastructure both across the County and within local communities. This will present particular challenges to meet the County's ambitions for growth whilst tackling inequality in all its form and maintaining/enhancing green and carbon efficient communities.

Manage well the interface between Elected Members and Officers while delivering objectives, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi-organisation approach to service delivery and provide direction, and support for the team within the Service to ensure the delivery of the

Council's priorities and provision of high-quality, cost-effective services based on community needs.

Participate and develop the Council's commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities. These partnerships will be essential to deliver sustainable growth whilst support different communities. Working alongside new Devolution structures, Visit Northumberland and other agencies involved in creating sustainable places will be key to ensure plans and ambitions are aligned and able to leverage support which will support delivery at pace and scale.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

In supporting the Executive Director and Director act as a principal adviser on opportunities for improving front line services across communities ensuring that the team focus on delivery of priorities and where the most positive difference can be made. This needs to recognise the differences across, and diversity of, the county so that provision is targeted where evidence supports it and thereby helps address inequalities.

Hold responsibility for the creation and delivery of programmes, budgets and plans whilst tracking progress and providing timely updates to relevant bodies both within the Council and beyond e.g. the Local Transport Plan capital programme, Shoreline Management Plan, Transport Asset Management Plan etc

Ensure opportunities to access and leverage support, expertise and resources are maximised by understanding the national policy position and where the Council can work in partnership with organisations across the public and private sector to deliver on the ambitions and vision for building growth and strong communities.

Oversee the provision of timely and accurate advice to the Chief Executive, Executive Director Place and Regeneration, Director for Environment and Transport and other colleagues, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will secure high quality services which will support prosperity across the County while ensuring services are sustainable.

Act as a role model and exemplar in achieving a people-centred, collaborative, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve services.

Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the organisation to deliver successfully against the Council's ambitions and priorities.

Actively demonstrate commitment and action to develop a collaborative, inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.

Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources relating to economic growth and inward investment.

Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's service area and any other activities where they are the Lead officer.

Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to local services and position the Council as a decisive and influential organisation to maximise all available assets across the County.

Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery.

Ensure equality, diversity and cohesion principles are embedded across services within the postholder's remit. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all communities and workforce and that equality of opportunity is ensured and diversity celebrated.

Contribute to the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).

To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently and in compliance with all statutory requirements.

Ensure that all duties and responsibilities are being carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

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PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none">• Work collaboratively across services and departments to deliver corporate excellence.• Work collaboratively with external partners to deliver excellent service.• Seek opportunities for partnership working at a local, regional, national level.• Clarify expectations, objectives and working arrangements of partnerships.• Contribute effectively to multi-partner projects.	
Serving our Community	
<ul style="list-style-type: none">• Promote the Corporate Plan.• Seek and act on feedback from the community.• Influence Service and Corporate plans to reflect community needs• Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community• Promote equality of opportunity in service delivery	
Working within the Political Arena	
<ul style="list-style-type: none">• Understand and actively support the role of Councillors.• Understand and actively support the democratic process within Northumberland Council.• Recognise the impact of Government and legislation on Council strategy and services.• Consult, support, and keep Councillors informed.	
Delivering Excellence	
<ul style="list-style-type: none">• Understand how corporate performance is measured.• Monitor and evaluate services in relation to objectives and performance indicators.• Establish a culture that embraces the agreed Vision and Values.• Be positive ambassadors for the organisation.• Contribute to strengthening corporate leadership capacity.• Identify opportunities where organisational performance could be improved.	
Focusing on the Future	

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

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PART C: PERSON SPECIFICATION

DIRECTORATE:	Place and Regeneration
JOB TITLE:	Head of Highways
GRADE:	Band 15

Qualifications/Professional Development
Educated to degree level in discipline relevant to highways and transport.
Chartered Engineer or other relevant professional qualification.
Evidence of relevant up to date management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success across delivery of Highways, Transport and Infrastructure Programmes and projects and provision of services within a complex setting with the ability to show broad scope of public purpose, social impact, resource, and accountability.
Experience of working with partners at local, regional and national level to achieve ambitious plans which recognise local circumstances.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence.
Experience of successfully managing large scale and complex capital and revenue highways and infrastructure projects and programmes, including budget and financial management.
Experience of successful management of operational highway services, including systems for health and safety of workforce and public and compliance with the Construction Design and Management regulations.
Evidence of working within and modelling an organisational culture that embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation across different sectors.

Evidence of success in developing external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment particularly in creating and sustaining opportunities for economic growth whilst recognising local communities needs.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.
Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations in order to secure commitment and sustainable solutions for the County.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident manager with a vision for delivering excellence to residents with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.