

Northumberland County Council
JOB DESCRIPTION

Post Title: Senior Programme Officer (Highway Maintenance)		Director/Service/Sector: Local Services, Technical Services, Infrastructure Management		Office Use
Band: 8		Workplace: County Hall, Morpeth		JE ref: 3002 HRMS ref:
Responsible to: Principal Programme Officer (Highway Maintenance)		Date: June 2014	Manager Level: N/A	
Job Purpose: To assist in the development, monitoring, review and reporting of highways programmes including capital and revenue programmes, Northumberland's Local Transport Plan (LTP) Implementation Programme and associated LTP Progress Reports with specific responsibility for highway maintenance programmes.				
Resources	Staff	Day to day supervision of technical staff within the team including work load management and appraisals. Plus additional resources when required(e.g. NCC Design Office staff/external consultants)		
	Finance	Assisting in the development, monitoring and reporting of the LTP capital budget for Highway Maintenance (£3m/annum). Also responsible for assisting with the reporting of the overall LTP capital programme (£19m/annum).		
	Physical	Produce LTP programme documents. Manage and maintain the performance monitoring database to monitor performance against targets and 'LTP Directory of Requests' database to monitor status of requested projects.		
	Clients	Councillors, members of the public, parish councils, external organisations and central government departments.		
Duties and key result areas:				
<ul style="list-style-type: none"> ● Provide specialist and technical advice on relevant legislation, practices and procedures in relation to the specialist area of highways programme development and management to members, officers and external organisations. ● Provide specialist knowledge to assist others in the development, preparation, delivery, monitoring and review of transport strategy and policies for Northumberland. ● Coordinate the development, reporting of the LTP highway maintenance capital programme budget. ● Coordinate the monitoring and reporting of LTP highway maintenance budget headings to ensure effective spend against targets and compliance with financial regulations. ● Monitor progress of LTP programmes towards the achievement of LTP targets including the collection of data and providing interpretive analyses and reports as required. ● Manage and maintain the 'LTP Directory of Requests' database. ● Manage the delivery of highways projects including Improvements for the Disabled and town centre schemes as appropriate. ● Undertake detailed research and analysis of transport data, preparing tables, graphs and maps for the production of the LTP improvement programmes, associated documents, exhibitions, reports etc as required. ● Work with colleagues and external partners in the development of a broad range of projects related to regeneration, environmental improvement and economic development. ● Submit applications for external funding through partnership working with central government and other organisations. ● Represent the interests of the County Council at public meetings, district or parish council meetings as appropriate. ● Manage and maintain appropriate work records to the required service standard, observing data protection, privacy and confidentiality rules and procedures ● Adopt effective and constructive relationships with colleagues and external contacts including the Department for Transport, Government Office for the North East, transport operators, parish councils and others for the development of transport strategy, policies, projects and initiatives. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				

Transport requirements:	Generally office based, with travel to work sites throughout the County and further afield on occasion.
Working patterns:	Normal office hours with regular attendance at meetings on an evening.
Working conditions:	Office based with occasional site visits at all times of the year in all weather conditions. Some contact with irate members of the public. Lone working on the highway needs concentration and awareness to ensure own and others safety. Working in a busy large open plan office with numerous disruptions and conflicting demands from others.

Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● BTEC Higher National Diploma (HND) or equivalent standard of general education, equivalent to level 5 in the National Qualification Framework ● In depth knowledge of relevant legislation, policies, practices and procedures in relation to the specialist area of highways and transportation. ● Knowledge of associated policies on land use and transport planning ● Membership of a relevant professional organisation. ● Good knowledge of Microsoft Office applications including Word, Excel and Access 	<ul style="list-style-type: none"> ● Bachelors degree in Civil Engineering or equivalent ● Relevant professional qualification. 	(a)
Experience		
<ul style="list-style-type: none"> ● Experience of co-ordinating the development and delivery of the LTP improvement programmes within approved budgets. ● Experience of highway design, maintenance and/or traffic/transportation. ● Experience of data collection, analysis and interpretation ● Experience of development and monitoring of highway related and Local Transport Plan policies. ● Effective working with outside organisations ● Experience of carrying out contentious consultation exercises ● Experience in making presentations at public meetings, committee meetings and working groups. 	<ul style="list-style-type: none"> ● Experience of budgetary control accounts 	(a) & (i)
Skills and competencies		
<ul style="list-style-type: none"> ● Excellent report writing, communication and presentation skills. ● Good interpersonal skills with the ability to work as part of a team., guide non-specialists and negotiate with partners and funding organisations ● Objective and rational approach to problem solving. ● Self motivated, adaptable and resourceful ● Effective planning and organisational skills. ● Ability to work on own initiative. ● Ability to plan own workload 		(a) & (i)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ● Dexterity, co-ordination and sensory skills to achieve the required standard of keyboard accuracy. ● Normally works from a seated position with some need to walk, bend or carry items. ● Need to maintain general awareness, with prolonged periods of concentrated mental attention. 		(a) & (i)
Motivation		

<ul style="list-style-type: none"> • Pro-active and achievement orientated • Conscientious and flexible attitude to work 		(a) & (i)
Other		
<ul style="list-style-type: none"> • Must hold a full British or EC driving licence 		(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits