

Job Title: Assistant Director – Highways and Infrastructure

Reports To: Strategic Director, City Operations

Grade: JNC Grade B01 Assistant Director £80,126 – 119,226

Job Purpose: To act as the authority's lead professional with regard to the strategic and day to day management and maintenance of the highway network which has extensive and significant liabilities for BCC with regard to the statutory duties, responsibilities and the exercising of delegated powers under primary legislation, chiefly the Highways Act, the New Roads and Streetworks Act and the Construction Design and Management Regulations.

The role is also key to ensuring the effective delivery of this maintenance and management responsibilities for highways and parking services through the Highways Maintenance and Management PFI and other major contracts. The post holder is responsible for robust management of the PFI contract and management of the relationships with the City Council's strategic partners ensuring financial resources from the city council and DfT deliver a well maintained and managed highway asset management delivery plan that supports the wider objectives of the city council in relation to inward investment and sustainable inclusive economic growth.

The role also manages various aspects of capital investment on the highway networks and the delivery of other critical statutory functions including the responsibilities of BCC with regard to its function as Lead Local Flood Authority for the region through the work of the BCC Flood Risk Management team and our statutory highways Network Management Duties through our Traffic Management and Streetworks teams.

- The organisation's vision to be a 'Council of the Future' has been developed closely with members and our partners across the City, and provides an exciting and challenging view for the growth of the Birmingham, where every child, citizen and place matters. Designed to develop our people and communities and to focus on our priorities of children, housing, health, jobs and skills.
- The foundations for the organisation to be a 'Council of the Future' are about being a 21st Century Council with 21st Century Officers and Councillors. The Assistant Director Highways and Infrastructure is critical to the development of these foundations by ensuring that all the appropriate resources and capabilities available to the Council are used to maximum effect, in particular both financial and human capital.

- The role will, through inspiring others identify, drive and secure opportunities to improve and transform services. These opportunities will be found across the services directly managed and across the Council. Because the pace of improvement needs to be rapid and sustainable the portfolio may change over time, so adaptability and focus on delivery are also critical features.
- The post is at the heart of the City Operations Directorate Leadership Team and as well as leading and managing the portfolio of services listed below:
 - Highways Service
 - Parking Service
 - Highways PFI Contract
 - Highways Information
 - Network Management, Traffic Management and Streetworks
 - Local Engineering
 - School Crossing Patrols
 - Flood Risk Management

Key Accountabilities:

- To assume the role of lead professional for the delivery of services set out above with particular regard to the Authority's statutory duties to ensure the health and safety of the public.
- To support the Chief Executive, Elected Members and colleagues in translating strategic vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions.
- To work with colleagues to identify and determine the best models of service delivery, which deliver high quality outcomes and performance and a high quality customer experience.
- To provide strong professional and managerial leadership across the organisation, including setting clear objectives and measures, managing performance and resources, and assessing impact/risk.
- To create a working environment where employees will flourish and deliver services within Birmingham City Council to the highest possible standard.
- To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
- To develop and maintain positive and creative relationships with diverse stakeholders including; elected members, council officers and other external agencies in order to maximise joint effort and pool resources wherever possible.
- To develop a robust performance management system for the service to ensure all activities have clear business plans linked to council plans which direct staff objectives both within the service and across the Council.
- To act as an ambassador for the Council, promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- To ensure the Council is equipped at all times and open to inspection/external assessment in order to maximise opportunities to learn and enhance outcomes and levels of achievement.
- To ensure all employees, both within the portfolio and across the council, are developed and supported to enable them to reach required competencies to deliver services to both national and local standards through systematic and targeted performance management.
- To lead and promote good employee relations through staff engagement and regular contact with Trade Union representatives at all levels.

- To promote the council's core values and equal opportunities with our communities and staff through personal example, open commitment and clear action.
- To develop a positive working environment encouraging active involvement of employees in shaping the development and co-production of services.
- To foster a cross Council culture by ensuring the overall vision, ethos and values are central to the use of resources through introduction, development and application of appropriate organisational development strategies and delivery plans.
- To lead empowerment of managers and staff to operate within a culture of accountability and shared responsibility for generating and delivering the best possible outcomes.

Key Results Areas

- To be responsible to the Strategic Director of City Operations for the strategic and day to day management of the Services set out above in compliance with constitutional arrangements, standing orders, Council's financial regulations and exercising of delegated powers as authorised.
- To ensure the effective development and delivery of all the service elements related to the Highways function, whilst establishing strong working relationships and sustainable partnerships with all relevant stakeholders, supporting the economic agenda including growth in employment.
- To ensure the delivery of effective, efficient, high quality services operating within agreed budgets whilst providing the most effective utilisation of human resources, budgets and any other resources to ensure value for money.
- To work with the Assistant Director Transport & Connectivity and Assistant Director Planning to ensure policies and strategies are effectively and efficiently translated into delivery and implementation whilst performing relevant statutory duties for and on behalf of Birmingham City Council.
- Actively participate in multi service Strategic Directorate Management Team and positively contribute to the achievement of the Corporate aims and objectives of the City Council.
- To deputise for the Strategic Director, City Operations and other Service Directors and Assistant Directors as appropriate.
- To have overall responsibility for delivery of services within Highways, working closely with partners focussing on and assisting to deliver the strategic objectives of the Council.
- Managing and maintaining the Authority's highway infrastructure and assets including managing and developing the Highways Maintenance & Management PFI contract.
- To proactively develop requirements and a coherent delivery plan to meet the City Council's Network Management and Infrastructure Duty co-ordinating with the Combined Authority and Birmingham Neighbourhoods.
- To manage and operate the Council's off-street car parks, on-street parking operation, enforcement and processing.
- To manage the processing of penalties in relation to the operation of Birmingham's Clean Air Zone, Bus Lane Enforcement and future enforcement of Moving Traffic Offences.

- Through the delivery of operational highway functions (e.g. the management and maintenance of traffic signals) support statutory obligations placed on the Authority's traffic manager in relation to the expedient movement of traffic.
- Through the operation of the BCC Streetworks Permits Scheme support the statutory obligations on the authority with respect to control and co-ordination of highway network activity.
- Development, facilitation and delivery of programmes of highway schemes including works relating to GBSLEP and the Combined Authority tackling issues which create congestion, delivering both large and local schemes, improving accessibility and safety for all road users.
- Having direct responsibility for the delivery of localised highways engineering functions provided through the Local Engineering Service
- Acting for and on behalf of the Highway Authority on major development schemes impacting on the highway public realm.
- Exercising delegated powers and duties as the Highway Authority, Streetworks Authority and Traffic Authority.
- To provide evidence to HM Coroner in relation to fatalities on the highway.
- To lead the forward planning, programming and direction of the functions within Highways and to facilitate and implement changes to improve and develop services.
- To be accountable for the performance of Highways to ensure targets are met and work programmes are managed and controlled to achieve policy objectives.
- To present reports and to represent Highways, the Directorate and/or the Local Authority at Cabinet, Council Committees, Sub-Committees, Working Parties, professional events and other meetings and occasions as required.
- Keep abreast of legislative change and advise the City Council of potential impact and mitigation.
- To ensure statutory obligations placed on the Authority in respect of Public Rights of Way and the management of the street gazetteer, highways register and transportation land are appropriately discharged.

Finance and Staffing Dimensions;

- To provide leadership and management to the service set out above
- Overall management for teams of around 250 staff with 7 direct reports.
- To be accountable for the effective management of the service budgets ensuring compliance with the Statutory Provisions, Financial Regulations and Standing Orders of the City Council.

These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.

Person Specification

Job Title Assistant Director Highways and Infrastructure

Requirements Evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Experience

Technical	a	b	c
A Chartered Member of the Institution of Civil Engineers or the Chartered Institution of Highways and Transportation, with evidence of continuous professional development.	✓		
A thorough understanding of the statutory and regulatory framework which guides local government/ the public sector.	✓		✓
Experience of proven strategic leadership and consistent achievement as a senior leader in a broadly comparable environment.	✓		✓
Experience of leading significant programmes of corporate and transformational change which had major impact on staff and processes, and achieved significant budget savings.	✓		✓
Experience delivering best value through innovative, integrated, client and community focused service provision whilst promoting equal opportunities.	✓		✓
Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience in a senior role with strong strategic financial management in a local authority or equivalent organisation which has faced similar budget cuts, complemented by relevant experience in one or more of the key service areas under the overall management of the post.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring and best use of resources.	✓		✓
Experience of applying commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus. This will include experience of creating new sources of income and securing major funding from public and private sources.	✓		✓
Experience and ability to use ICT tools to a basic standard (e.g. Word/ Excel/ PowerPoint), Outlook, Blackberry (or other smart phone), PC/Laptop, other ICT systems etc.)	✓	✓	

Experience of managing the full range of highway services strategically in an organisation, including planning and developing services to meet future business needs.	✓		✓
Experience of successfully operating at and dealing with senior levels in an organisation, both managerially and politically, and with Government Departments.	✓		✓
Successfully developed and managed Service Agreements/service protocols with internal providers.	✓		✓
Understands the key mechanisms of successful PFI contracts as well as other highways infrastructure contracts and service provision within a streetscene environment.	✓		✓
Working knowledge of the services provided and managed within/ across Highways, the Authority's statutory highway obligations and the issues facing stakeholders.	✓		✓
Successfully managed significant (eg >£1m pa) budgets or turnover.	✓		✓
Delivered projects involving significant cost, notable service change, complex interfaces and/ or significant numbers of people within timescale and financial constraints.	✓		✓

Competency Framework

Should you be shortlisted for an interview, you will also be assessed on the following competencies, strengths and values - where you will need to demonstrate/evidence how you meet the criteria outlined:

Authentic: Sets vision and team direction			
<i>Enterprising and performing</i>			
Achieving personal work goals and objectives;			
Demonstrates personal strengths in pride and growth; accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities; targets resources on key priorities and outcomes		✓	✓
Entrepreneurial and commercial thinking;			
Demonstrates personal strengths in improvement and prevention, as well as commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓
Creating and conceptualising - formulating strategies and concepts;			
Demonstrates a strength in strategic awareness; Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the		✓	✓

organisations future potential; takes account of a wide range of issues across, and related to, the organisation.			
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Enabling: Develops great staff teams			
<i>Supporting and co-operating</i>			

Adhering to values and behaviours;			
Demonstrates strong moral compass; upholds public service ethics and values; and demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓

Leading and supervising;			
Demonstrates a strength in acting as a catalyst; a strong leader with energy, flair, resilience and credibility; provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour and tackles underperformance sensitively and effectively.		✓	✓

Collaborative: Builds great relationships and partnerships			
<i>Interacting and presenting</i>			

Relating and networking;			
Demonstrates a strength in rapport building; easily establishes good relationships with diverse stakeholders including elected members, customers, staff and partners; communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.		✓	✓

Persuading and influencing;			
Demonstrates a strength in persuasion; gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others to maximise opportunities.		✓	✓

Resourceful: Weaves resources to add value to outcomes			
<i>Adapting and coping</i>			

Adapting and responding to change			
Demonstrates strong personal strengths in resilience, bounce back and reconfiguration;		✓	✓

<p>maintains a positive outlook; adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges; handles criticism well and responds appropriately.</p>			
<p>Determining and initiating action;</p> <p>Demonstrates a strength in judgement and personal responsibility; takes responsibility for actions, projects and people; works under own initiative; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks and sees ideas through to delivery, basing decisions on evidence.</p>		✓	✓