

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

<b>Post Title</b>	Permit Scheme Manager	<b>Post No</b>	CS571
<b>Directorate</b>	Economy & Infrastructure		
<b>Division</b>	Highway Services		
<b>Band and Salary</b>	Band F £42,403 to £48,474 per annum. Incremental progression is subject to performance.		
<b>Responsible to</b>	Strategic Lead – Highway Management		
<b>Location</b>	Council House		
<b>DBS Check</b>	Not Applicable		
<b>Car User Status</b>	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner or have use of a car, however for disabled applicants, reasonable adjustments will be made where required.</p> <p>The post holder will also have access to an electric pool car and staff are encouraged to use this facility when available.</p>		
<b>Special Conditions</b>	The postholder will be part of the Council Emergency Planning Team and be prepared to respond in the event of an emergency, as and when required.		

### Role Purpose

To provide leadership and day to day management for the Highway Works Permit Team responsible for the co-ordination and performance of all highway works (street works and road works) carried out on the public highway in Solihull.

To help discharge the Network Management Duty by delivering excellent customer service, to agreed Key Performance Indicators, in accordance with the Council's Financial Regulations.

To liaise with internal and external work promoters to minimise the level of disruption occurring on the public highway both in Solihull and in neighbouring highway authority areas.

To ensure compliance with the Permit Scheme and to take action to remedy breaches effectively through serving of notices and raising of charges.

## **Role Responsibilities**

To assist with the development and delivery of the Council's Traffic Management statutory duties and the Council's Traffic Management Strategy.

Take the lead on the coordination of all street and road works in the borough, directing timings of such works to ensure the expeditious movement of traffic on the network.

Taking a leading role in proactively liaising with other Council teams/departments, neighbouring Authorities, the emergency services, and other relevant bodies to ensure works affecting the public highway are coordinated effectively and to ensure minimum disruption is caused to highway users.

Take a lead role in developing partnerships with, and providing technical advice to, officers within the Council to enable them to comply with legislative requirements under the New Roads and Street Works Act, The Traffic Management Act and the Permit Scheme.

Take a strategic role in the development of codes of best practice associated with the New Road and Street Works Act 1991 and Traffic Management Act 2004, through proactive involvement on relevant working groups, in particular, the Highway Authorities and Utilities Committee and the Joint Authorities Group and contribute to decisions made in relation to a broad spectrum of Network Management issues.

To maximise future funding provision, income generation and commercialisation in line with the Council's priorities, leading the preparation and submission of bids for funding from the Department for Transport, Combined Authority, Local Enterprise Partnership and any other potential funding sources.

Budget Manager for the Highway Works Permit Scheme revenue budget, responsible for ensuring the service's financial implications are delivered in accordance with the Council's Financial Regulations.

To drive initiatives and realise savings associated with new ways of working within the service area in accordance with the Council's Medium Term Financial Strategy.

To represent the local authority at local, regional and national forums in relation to Traffic Management and co-ordination of works.

To plan and present reports seeking approval for any key decisions, changes in legislation or service improvements to relevant Cabinet Member, Scrutiny Board, Project Board or Departmental Leadership Team.

To advise, consider and assist with the resolution of any contractual / performance issues in relation to the Council's Highway Works Permit Scheme.

To manage the Street Works Permit Team in accordance with the manager's core responsibilities including Human Resources, Performance Management, Emergency Planning, Audit & Risk Management and Information Governance.

To be responsible for all ICT systems and data received in accordance with the Data Protection Act and manage the Street Gazetteer to ensure compliance with appropriate standards.

Monitoring and control utility works in accordance with the New Roads and Street Works Act 1991 and Traffic Management Act 2004, Permit Scheme including maximising efficiency of inspection regimes, (sample, defect and section 74) and coring programmes.

Provide and utilise management information to monitor and drive improved performance of utility companies and the Council's own contractors.

Deputise for the Strategic Lead – Highways Management as and when required and represent the functional area at internal and external meetings/committees/bodies.

To support the Council’s Emergency Planning process and assist as requested in the event of any emergency on the highway such as subsidence and floods which may include road closures or diversionary routes.

To respond to any complaints received about the Highway Works Permit Service.

Any other appropriate duties as and when required.

## Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Level 4 qualification e.g. HNC, or above in Civil Engineering / Traffic Engineering or similar subject	Chartered Engineer Status Project management qualification e.g. PRINCE2 Road Traffic Management qualifications or equivalent.	Application Certificates

<b>Experience &amp; Knowledge</b>	Detailed knowledge and experience of implementing the requirements of traffic and highway legislation and associated codes of best practice		Application/ Interview
	Demonstrable experience of Partnership Working e.g. internal, stakeholders neighbouring authorities, utilities and the emergency services		Application/ Interview
	Experience of traffic management systems and development of policy and procedures for a highway network		Application/ Interview
	Experience of permanent and temporary traffic regulation order prioritisation and implementation processes		Application/ Interview
	Practical knowledge and experience of successful project/programme management		Application/ Interview
		Experience of contract management and negotiation including claims assessments and adjudication.	Application/ Interview

	Experience of monitoring or managing budgets		Application/ Interview
	Experience of supervising or managing people	Experience in a management role within a relevant service e.g. Permit Scheme application and compliance, New Roads and Street Works Act, Highways Act.	Application/ Interview
	Experience of supporting a customer focused service within the management of Road and/or Street works.		Application/ Interview
	Knowledge and experience of working with Symology or similar asset management system.		Application/ Interview
		Experience of continuous improvement, delivering efficiencies and systems thinking in business operating systems.	Application/ Interview

<b>Skills &amp; Abilities</b>	Demonstrate negotiation, influencing and diplomacy skills.		Application/ Interview
	Effective verbal, and written communication and presentation skills to engage with a wide variety of audiences and stakeholders		Interview
	Demonstrate sound judgement and effective problem-solving skills. Able to make informed decisions, assessing risk and taking responsibility for outcomes.	Able to demonstrate an innovative approach to deliver successful outcomes	Application/ Interview
	Effective organisational skills, with ability to manage competing priorities and demands to meet deadlines		Application/ Interview

	ICT skills able to use a variety of software and applications		Application/ Interview
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<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

<b>Other Requirements</b>	Valid driving licence		Driving Licence
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<b>Compiled/Reviewed by</b>	Paul Tovey / Duljit Madahar
<b>Date</b>	May 2024

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.