

Street works Manager

Reports to:	Traffic Manager		
Department:	Highways Contracts and Delivery	Grade:	PO4
DBS Status:	N/A	Politically restricted:	No

Job Purpose:

To lead, manage, plan, control and co-ordinate the execution of the Council's duties under the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA), ensuring the effective regulation and co-ordination of street works and highway activities across the borough. To support the Head of Highways Management in delivering a planned, co-ordinated and efficient approach to the management of street works, minimising disruption, congestion and impact on the highway network while ensuring statutory compliance and the safe operation of the borough's roads.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. Support the Head of Highways Management and Traffic Manager in delivering the Council's statutory duties under the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA).
8. Manage, co-ordinate and enforce street works, highway works and related activities undertaken by statutory undertakers, contractors, developers and other parties to minimise disruption and congestion on the highway network.
9. Act as the Council's lead point of contact on matters relating to NRSWA and TMA, providing technical advice, guidance and representation to internal and external stakeholders.
10. Develop and maintain effective working relationships with utility companies, contractors, neighbouring authorities, emergency services, public transport authorities and other stakeholders, including chairing liaison meetings.
11. Work closely with the Traffic Manager and relevant internal and external bodies to co-ordinate programmes of highway works, planned events and utility activities to ensure the effective management of road space and network performance.
12. When the Lane rental Scheme is implemented manage and maintain it and the utility forward works programme, including monitoring traffic-sensitive streets and associated records and plans.

13. Oversee inspections of externally promoted highway activities and reinstatements, ensuring compliance with legislation, permit conditions and required standards, and taking appropriate enforcement action where necessary.
14. Develop, implement and review systems, procedures and processes to improve the efficiency and effectiveness of street works management, reduce network disruption and support continuous service improvement and best practice.
15. Manage all relevant financial processes associated with the service, including the preparation and monitoring of invoices, charges, permits, inspection fees, Section 74 overrun charges and related payments.
16. Monitor service performance and key performance indicators, compile and analyse data, and prepare technical, financial and progress reports as required.
17. Represent the Council at meetings with statutory undertakers, elected members, MPs, members of the public and other interested parties on matters relating to highway and streetworks activities.
18. Promote and ensure compliance with all relevant health and safety legislation, policies and procedures, including CDM Regulations, risk management requirements and recognised quality, environmental and safety management systems.
19. Undertake continuing professional development and carry out any other duties commensurate with the level and responsibilities of the post to support the efficient operation of the service.
20. The post-holder must always carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
21. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments. In particular the jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
22. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies.
23. Safeguarding is everyone's responsibility and all employees are required to act in such a way that always safeguards the health and well-being of children and vulnerable adults.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Degree / HNC or equivalent experience.
2. NRSWA Accredited to supervisor level.
3. Current and up to date knowledge of highway maintenance techniques
4. Current understanding of Highways Legislation
5. Significant up to date knowledge of the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA).

Experience

6. Substantial experience in a similar environment (or other public body or consultancy)
7. Experience of performance indicators

Skills and Abilities

8. Able to work without close supervision

- 9. Able to manage and motivate staff
- 10. Excellent interpersonal skills
- 11. Computer literate

Budget Responsibility – N/A

Overall Headcount – 4 posts

Within reason these key deliverables may evolve to meet service need, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs