

## Leeds City Council

### JOB DESCRIPTION

<b>Job Title:</b>	Bridges Manager	<b>Directorate</b>	City Development
<b>Grade:</b>	<b>DIR 45%</b>	<b>Salary</b>	
<b>Reports to:</b>	Highways Infrastructure Manager	<b>Date</b>	1 April 2018

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#### **Job Purpose:**

To manage the Bridges Section in the provision of a client and consultancy service for all aspects of highway structures including assessment, inspection, maintenance, strengthening, reconstruction and new construction. To be responsible for monitoring abnormal load movements within West Yorkshire on behalf of the District Councils.

Provide the Asset Manager with support in developing Transport/Highway Asset Management Plans and prioritised maintenance programmes.

The manager will lead a service area comprising approximately 25 engineering staff and will be responsible for all aspects of managing the staff and workload. The service area's operating budget is produced almost entirely from fees charged against the programmed work and the Manager will be required to ensure fee income is sufficient to support the service.

The role will require a positive contribution to support collaborative working initiatives within West Yorkshire and beyond and may require duties to be undertaken on behalf of other authorities.

#### **Principal Accountabilities:**

- To lead a service area and manage a defined service area or key programme of work in order to deliver value for money services to customers in line with Council priorities.
- To use strong people management skills in order to motivate, develop and performance manage staff within your service area to drive service improvements.
- To be responsible for the development and delivery of asset management of highway structures and service plans for the delivery of Council priorities.
- Promote and deliver positive solutions to achieving diversity and inclusion in all aspects of your service delivery, community engagement and human resource areas, focussing on equality of outcome.
- Actively support continuous improvement initiatives through contributing to cross Council projects, collaborative working with partners and supporting Directorate Management Teams.
- Take responsibility for maintaining effective communications with staff, service users, councillors, trade unions, partners and other stakeholders.
- To work with elected members, service users and community representatives in ways which support open, inclusive, responsive and accountable government.

- Working as a team for Leeds by developing and maintaining good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds.
- To be accountable for the safety of staff, service users and contractors in accordance with Legislation and the Council Health and Safety Policy.
- To provide appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- To be actively involved in preparing, managing and controlling budgets and take responsibility where appropriate for assigned budgets.
- As a senior manager in the Council to work flexibly as required to meet Directorate and Corporate priorities.
- As a leader in the organisation with key people management responsibilities to undertake duties in relation to people management policies such as Investigating Officer and Hearing Officer.

**Specific Responsibilities:**

1. Act as client manager for highway structures on behalf of the Highway Authority.
2. To develop and maintain the Council's policies, strategy, asset management plans, programmes and performance management criteria relating to the management of highway structures in Leeds.
3. Develop policies, priorities and programmes which support efficient service delivery, continuous improvement and corporate objectives
4. To manage, deliver and control the capital and revenue budgets for highway structures.
5. To be responsible for monitoring abnormal load movements within West Yorkshire on behalf of the District Councils.
6. To manage, co-ordinate and administer the work of the Bridges team in a cost effective and efficient manner.
7. To ensure that the management of health and safety complies with the Construction (Design and Management) Regulations.
8. To advise on the Council's statutory and common law duties relating to highway structures on the part of elected members, senior officers and relevant services.
9. To work closely with senior council officers, elected members, the combined authority, partner agencies and communities to deliver an effective highway structures service, leading partnership groups and projects where required.
10. Provide a high quality and cost effective consultancy service to support maintenance of the Council's stock of highway structures and the delivery of structural elements of the Local Transport Plan and other projects within the Capital Programme.
11. To ensure that all work is produced to the appropriate local, national and corporate standards, policies and practices, acting as Technical Approval Authority for Leeds highway structures and approving such departures from national standards as may be appropriate in specific cases.
12. Ensure that all design work achieves high standards of urban design and sustainability.
13. Represent the Service, the Department and the Council as the lead officer for all aspects relating to highway structures.

14. Assist in the development of the “Strategic Partnership” and other partnership working for the delivery of engineering services.
15. Managing and supervising staff on a day-to-day basis, including ensuring that appropriate staff development is in place.
16. Undertaking any other duties of a similar nature appropriate to the grade as directed.
17. Willing to take personal responsibility and abide by the Council’s Health and Safety Policy.
18. Willing to abide by the Council’s Inclusion and Diversity Policy in the duties of the post and as an employee of the Council.

**Approval:** I confirm that this document conveys a full and accurate description of the job as of April 2018.

A handwritten signature in blue ink, appearing to read 'A. Aldyner', is written over a light blue horizontal line.

**Signed:**

**Date:** 1 April 2018

## **EMPLOYEE SPECIFICATION**

In order to fulfil the requirements of the post, post holders must meet the following requirements. Candidates for selection for the post will only be shortlisted for interview if they can demonstrate in their application that they meet these requirements.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• <b>A degree or equivalent qualification in civil engineering (or other associated subject).</b></li><li>• <b>Chartered Civil or Structural Engineer.</b></li><li>• <b>Demonstrate a detailed knowledge and understanding of asset management of highway structures.</b></li></ul>
<b>Motivate Teams, Individuals and Self</b>	<ul style="list-style-type: none"><li>• <b>Ability to provide visible and supportive leadership, which empowers, enables and develops staff to achieve results.</b></li><li>• <b>Provide direction and energy to achieve service objectives.</b></li><li>• <b>Senior management experience in a service or operational area relevant to the area of service delivery in the remit of the post.</b></li><li>• <b>Commitment to continued professional development.</b></li></ul>
<b>Manage staff performance</b>	<ul style="list-style-type: none"><li>• <b>Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance.</b></li><li>• <b>Ability to coach and mentor staff and other managers effectively to develop a culture of high performance.</b></li><li>• <b>Ability to translate strategic outcomes; service standards etc. in to clear objectives.</b></li></ul>
<b>Promote and celebrate diversity</b>	<ul style="list-style-type: none"><li>• <b>Understand and promote policy on equality and diversity in both service delivery and employment.</b></li><li>• <b>Enable all diverse communities to make use of council services.</b></li><li>• <b>Personal integrity with commitment to fairness, equality, inclusion and diversity.</b></li></ul>
<b>Improve service delivery</b>	<ul style="list-style-type: none"><li>• <b>An understanding of and commitment to sustainability in service delivery.</b></li><li>• <b>To be able to demonstrate knowledge of legislation, regulations, policies, inspections and performance information applicable to the relevant service area.</b></li><li>• <b>To be able to demonstrate examples of managing services, implementing change and achieving quality transformational outcomes.</b></li><li>• <b>Demonstrate success in leading and managing to achieve sustainable service improvements and outstanding results.</b></li></ul>
<b>Manage projects</b>	<ul style="list-style-type: none"><li>• <b>Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance.</b></li><li>• <b>Ability to take forward initiatives and policies from development to implementation using project management methodologies.</b></li><li>• <b>Experience of working effectively with others to deliver cross sector or cross service projects.</b></li></ul>

- Ability to manage competing priorities whilst delivering on a range of programmes and adapting to changing circumstances and priorities.

**Promote customer focus**

- An understanding of community issues relevant to the area of service delivery in the remit of the post.
- Good understanding of the public sector and its relationship with the private and third sectors.
- Experience of managing services to meet customer needs

**Effective communication and engagement**

- Ability to put corporate vision and values into practice through agreed policies and strategies.
- Ability to make an effective contribution to internal and external meetings, networks, forums including those at a local, regional and national level.
- Ability to develop productive working relationships that command respect, trust and confidence.
- Ability to produce comprehensive high quality reports, business cases and to deliver presentations to a diverse audience.

**Solve problems and make decisions**

- Ability to resolve conflict and demonstrate effective advocacy.
- Ability to collate and analyse information to inform decisions
- Understand and ensure compliance with the legal, financial, governance and control frameworks including risk management
- Demonstrate understanding of the need to balance the corporate orientation with operation responsibilities and accountability.

**Work with partners and members**

- Understanding of local government political systems and experience of working on politically sensitive issues.
- Understanding of public sector Issues including the impact of government and legislation on Council strategy and services
- Ability to develop, manage and contribute to partnerships involving various stakeholders to gain ownership of a shared vision and direction to achieve positive outcomes.
- Evidence of working credibly and collaboratively across services and with partners to deliver excellent services and outcomes.
- Ability to develop and maintain constructive relationships with trade unions including understanding of consultation, negotiation and collective bargaining.
- Ability to develop productive working relationships with Council Members and members of Corporate Leadership Team that command respect, trust and confidence.