

# Assistant Director Highways and Transport

JE Code: JE2457



## Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council

<b>Service:</b>	Environment and Property
<b>Reports to:</b>	Director Environment and Property
<b>Job Family:</b>	Strategic Leadership
<b>Grade:</b>	O
<b>Political restricted:</b>	Y/N
<b>Date:</b>	October 2023

## Role

To lead and provide expertise for the Council's work in the planning and delivery of Highways and Transport in one of the fastest growing UK cities. This includes commissioning, reactive and planned maintenance, emergency response, asset strategies and investment, strategic and operational transport, public transport, local engagement and compliance in line with the current regulations. This role reports to the Director and will ensure appropriate day to day supervision and management, prioritising and allocating workloads and financial management.

To work closely with service providers to ensure all services are well-managed and undertaken in a safe manner. To balance the sometimes-competing needs from with the highways and transport functions to ensure effective and well-planned services are delivered to residents both now and in the future. To look well ahead, anticipate, and take a long-term strategic view of their service delivery objectives and key projects. To shape the overall service composition, approach and operating procedures in accordance with wider goals as set by the Council Plan and the Corporate Leadership Team.

## Key Deliverables

<b>1</b>	Ensure health, safety and compliance is managed in line with current legislation across all our services, including through our service providers. Implement and maintain internal audits to measure health and safety performance, ensuring corrective and preventative actions are managed.
<b>2</b>	Implement effective strategic asset management with a high number of assets in the same lifecycle, providing performance and cost benchmarking, reporting and governance. Develop plans and implement both major and minor asset improvements that promote economic progress, success of our communities and safety for users.
<b>3</b>	Compile annual budgets based on stock condition / demand information, maintaining budgets at appropriate levels. The combined Highways and Transport function is between £40M-£50M per annum (around £300M over the next 7/8 years), which includes around £85M of major project junction improvement to be delivered by 2030.
<b>4</b>	Undertake effective contract management processes, ensuring contractual processes are well developed and followed, performance is monitored and that value for money is achieved through our contractual mechanisms and change control.
<b>6</b>	Maintain policies and systems alongside Customer Services to inform and receive feedback (including complaints and suggestions) from residents and councillors, evaluating the feedback to create regularised plans for continuous improvement.
<b>7</b>	With significant growth in mind to 2050, to provide direction and advise on planning and policy development from an integrated highways and transport perspective; manage the development, planning and implementation of strategies, policies and plans; ensuring that these are effectively communicated and implemented. Provide advice to Planning on new developments and assist in the delivery of growth across the city with new and appropriate infrastructure.

8	Lead the management of risk for the various services, ensuring there are clear lines of accountability, with well understood and communicated risk processes in place for monitoring, evaluating and managing risk on behalf of the Council. Ensure service plans minimise risk to the Council.
9	Ensure the local engagement residents for matters requiring consultation and that prioritised engagement and consultation with Ward Councillors, and Parish / Town Councils is undertaken as required. Be an advocate of the Council's best interests in both formal and informal settings with what can be contentious items that need careful handling.

*Assistant Director roles are expected to make a wider contribution to the Council – demonstrated by their corporate impact and external influence. The post holder will lead and shape a range of complex projects, which have significant and reaching implications for the authority and stakeholder. Assistant Directors should be capable of taking on additional service responsibilities within their directorate, and be able to deputise for their Director when required. Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs.*

### **Essential Requirements (key skills & qualifications)**

1	Knowledge and / or experience of successfully delivering the following: Highways Maintenance, Management and Investment, Transport Strategy / Policy and Projects, Major Infrastructure Projects, H&S Legislation and Regulation, Highways Planning.
2	Ability to develop cases for complex strategic issues and operations, in sometimes contentious areas, and to present them to a range of audiences including elected members, councillors, partners and residents.
3	Degree level education or relevant experience at a senior leadership level
4	An appropriate health and safety qualification, e.g., NEBOSH or IOSH Managing Safely
5	Ability to manage and undertake risk assessments of strategies and key services and to identify and communicate mitigation measures to colleagues, partners and stakeholders. At time be the final arbiter of escalated and critical technical and professional disputes and issues.
6	Budget management: monitoring and control skills for the scope of service (£300M service scope – see key deliverables)

### **Colleagues expectations**

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

### **Managers expectations**

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

### **Role characteristics**

At this level roles are Group Heads and are very substantial management posts that cover a group of services which may be provided across more than one employer. They are responsible for a number of service streams and their attendant policy, risk management and leadership initiatives.

### **The knowledge and skills required**

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Councils operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

### **Thinking, planning and communication**

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across an entire Directorate. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping several service's composition, approach and operating procedures in accordance with wider goals mandated by corporate management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

### **Decision making and innovation**

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both

a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

### **Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal, reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

### **Impacts and demands**

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will generally be carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.