

<b>Job Title</b>	Strategic Head of Traffic, Highways and Asset Management		
<b>Pay Grade</b>	MG5		
<b>Directorate</b>	Environment	<b>Division</b>	Place
<b>Reports to</b>	Director of Environment		
<b>Budget (£)</b>	£13.9m both revenue and capital		
<b>Role Purpose</b>			
<ul style="list-style-type: none"> <li>• To be responsible for maintenance and improvement of the Councils highways, street lighting, bridges, drainage, trees and all infrastructure assets by providing tactical and managerial direction to ensure service specifications and standards are met.</li> <li>• Lead the strategic and general management of the below high-profile teams:             <ol style="list-style-type: none"> <li>1. Highway management, flood alleviation, drainage and watercourses</li> <li>2. Travel management</li> <li>3. Arboriculture</li> <li>4. Network Management</li> </ol> </li> <li>• Have a close working relationship with the Cabinet and Ward Councillors</li> <li>• Lead officer on all multi-agency collaborations such as TfL</li> <li>• Represent the service at all internal and community forums.</li> <li>• Plan and deliver the strategic framework, including policies for the delivery of the above-mentioned services within the Council.</li> </ul>			
<b>Measures of Success</b>			
<ul style="list-style-type: none"> <li>• To oversee the successful introduction of the Transport Strategy.</li> <li>• To oversee the successful introduction of the EV Strategy.</li> <li>• To ensure all revenue and capital expenditure meets maximum outcomes.</li> <li>• This role will have flagship actions to achieve each year. Some of these actions will be published and in the public eye.</li> <li>• Ensuring the vision of our political lead is met within the Highways remit. This will be time-sensitive.</li> <li>• This role will have outputs measured in scorecards, which will be scrutinised at quarterly performance boards.</li> <li>• Ensuring that all complaints and enquiries are dealt with within the SLA timeframe.</li> <li>• Ensuring new technology is introduced into the service for improved data analysis and overall service delivery.</li> </ul>			
<b>Climate Vision</b>			
<p><i>Harrow is committed to helping staff and residents understand the impact of individual/organisational choices on climate. Contributing to our Interim Climate Strategy is an objective for every employee in terms of measuring success.</i></p>			
<b>Tasks/responsibilities</b>			
<ol style="list-style-type: none"> <li>1. To lead and manage the detailed design and implementation of works orders and projects, including the Local Implementation Plan, in respect of structural and civil engineering, arboriculture, traffic, parking and road safety schemes.</li> <li>2. To manage the upkeep of the Council highway asset management register and production of the highway asset management plan, including arboriculture assets.</li> </ol>			

3. Lead the operational management of the Highways Contract.
4. To have a long-term plan based on our Transport and EV strategy to move travel forward for the needs of our residents.
5. Develop the structures, systems and policies, necessary to support effective service delivery and to enable “continuous improvement”.
6. Formulate annual operational plans and budgets for the function/team so that there are clear priorities, and appropriate resources are allocated to their achievement.
7. To have a clear plan and control over the capital budget.
8. Lead and manage the service so that they are responsive to customer requirements, accessible to all areas of the community, and provide value for money. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.
9. Promote, develop, and maintain effective contacts and relationships with customers, customer representatives, community groups, Council Members, MP’s and service/operational partners, to facilitate service delivery, performance review and the continuous development of service provision.
10. To develop strong partnerships working with both internal and external partners.
11. Ensure compliance with your responsibilities as laid out in the council’s equal opportunity policy and take an active role in promoting and enabling equality of opportunity, promoting the diverse needs and aspirations of Harrow’s community, ensuring equality and diversity is mainstreamed in all service/directorate activities.
12. Ensure compliance with your responsibilities as laid out in the council’s health and safety policy and actively promote a positive health and safety culture.
13. To ensure compliance with the council’s information security policies.
14. Resolve the most complex issues within the professional area(s) managed so that they are resolved effectively and precedents are set for the resolution of similar issues.
15. To develop/contribute to longer-term (2-3 years) plans for the service so that they are developed in line with council and government priorities and customer requirements.
16. To seek funding where available to maximise Harrow’s ability to provide deliver/build highway services across the entire Borough.
17. Manage inter-directorate and inter-agency projects, undertaking leadership of multi-disciplinary and multi-agency teams to achieve agreed objectives.
18. To motivate, train, develop, and performance manage staff to meet objectives effectively.
19. To lead in complex disciplinary hearings when required.
20. The duties listed are not exhaustive and may vary, however the duties will be in line with the grade.

### Selection Criteria

#### Qualifications, Knowledge and Experience, Skills and Behaviours

Role requirements	Essential	Desirable
To be an exceptional leader within your field and have a clear vision of travel for your services.	✓	
To be a mentor for your team and to share your experiences to develop and upskill individual members.	✓	
To identify areas of weakness and strengths within the team and take appropriate action to reduce the first and expand the second.	✓	

To be seen as a Leader within your area of expertise and have a voice on external platforms to help shape the future of your service.	✓	
Be able to demonstrate a clear understanding of Government Legislation that has an impact on your services now and in the future.	✓	
To demonstrate an understanding of best model managerial practices that delivers clear outcomes of behaviour and improved performance.	✓	
To have the ability of maximising income generation, whether that be through income streams or bid funding programmes.	✓	
To have a through understanding of financial management processes and take lead in Budget Challenge Sessions with political partners and senior management.	✓	
To continually demonstrate equality and diversity throughout all your actions and behaviours, leading and setting best practice levels of behaviour.	✓	
A thorough understanding of procurement legislation now and future legislative changes and the implications that this will have on your service contracts.	✓	
High level experience of working in a political environment and communicating effectively with elected Members, senior management and trade unions.	✓	

**Other Requirements**

Must have a clear understanding of the diverse nature of Harrow's communities and the implications for Environmental Services and the impact on Harrow residents and service users.

Able to work flexibly in response to the service needs of a 24/7 Local Authority business, including weekends, evenings and Bank Holidays, and to participate in Duty Standby Rotas as required.

**Our Values are: Be Courageous, Do It Together and Make It Happen**

<b>Management Competencies:</b>	
Resident Focus	Financial Grip and Business Focus
Works in partnership	Data and Making Decisions
Political Understanding	Leading Innovation and Change
Corporate Awareness	Nurturing Talent and Building Careers
Managing Performance and Delivering Results	
Communicating with Impact	

<b>Manager Signature</b>	<b>Employee Signature</b>
<b>Job Title: Director of Environment</b>	<b>Job Title</b>
<b>Date: 8 March 2023</b>	<b>Date</b>