



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Operational Highways Manager

Grade: PO4

Directorate: Places

Department: Highways

Responsible to: Head of Highways and Transport

Overall Purpose of the Post:

To lead the Operational Highways Services team within Highways and Transport in fulfilling the Council's statutory duty, and in meeting the needs of the public and elected Members with respect to maintaining and improving the public highway, including highway drainage as required by the Highways Act 1980.

Management of day-to-day operations of the Term Maintenance contract in connection with the maintenance of the public highway network.

Assist with the management of Lead Local Flood Authority functions in respect of Land Drainage.

To deputise for the Head of Highways and Transport when necessary, both within the Council and in respect of external meetings.

Main Responsibilities:

1. To manage the performance of the Operational Highways team in delivering the targets of the Corporate Plan, Local Transport Plan, Highway Policy and other aims and objectives of the Council.
2. To manage the operational performance of the 20-year Term Maintenance contract (TMC) to ensure the contract meets all delivery targets and key performance indicators, and to ensure that the social value element of the contract is delivered.
3. Monitor and manage highway maintenance functions in respect of programmed works for structural carriageway maintenance, drainage, culverts, traffic signals, structures, street lighting, signs & lines.
4. Organising and supervising highway maintenance works, particularly of a cyclic nature, as carried out by the term maintenance and other contractors, including supervision and agreement of applications for payment.



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5. Ensure that the highway capital programme is constructed on time and within budget.
6. To act as Construction Design and Management (CDM) Coordinator on highway schemes and ensure that highway works are carried out in a safe and efficient manner.
7. Ensuring all safety inspections are carried out in accordance with approved policies. Comply with all quality management systems, quality procedures and working practices, including health and safety legislation and requirements.
8. To manage the out of hours service for highway emergencies. To develop and implement an operational plan for the highway winter service.
9. To act as Traffic Manager, ensure that all road works are coordinated in accordance with the relevant traffic management acts.
10. Controlling works and incidents within or associated with highway requirements, including operations by third parties and liaison with adjoining authorities. This includes the co-ordination of the recovery of costs from third parties for incidents within the highway.
11. Prepare technical advice and act as expert witness in dealing with insurance and other claims received in respect of issues relating to the highway network.
12. To carry out all necessary calculations, and prepare drawings as required, with which to enable the Term Contractor to target cost for proposed works. Liaison with, supervision of, and monitoring of the Term Maintenance and other contractors and to agree appropriate payments in respect of work undertaken.
13. Management of winter maintenance services, including liaison with farmers and contractors over snow clearance equipment and operations, management of salt stocks. This includes the preparation of Out of Hours duty rotas.
14. Assist with the preparation and maintenance of all records related to highway maintenance, and administrative functions, including the preparation and updating of inventories for the highway network assets for publication on the Council's website, such as street lighting, drainage, signs.
15. Management of all operational highway budgets, including monthly and quarterly finance reports.
16. To commission, prepare and award contracts in accordance with the Contract Procedure Rules of the Council and to act as 'intelligent client', supervising, monitoring and recording performance by contractors
17. Monitor and assist with the management of land drainage functions in respect of the Authorities Lead Local Flood Authority status.



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18. To deliver a high performing, collaborative culture that focuses on outcomes for customers and residents, including a positive approach to resolving enquiries and complaints and learning from customer feedback.
19. To prepare Cabinet and Scrutiny reports and attend meetings with the public, Parish Councils and Parish Meetings, and others of a similar nature as may be required from time to time in connection with highway issues. To attend the Planning & Licensing Committee and provide guidance on all highway related matters associated with planning applications.
20. Promote customer care by receiving and resolving requests, enquiries and complaints from elected Members, Parish Councils, Parish Meetings and members of the public.
21. Deputising for the Head of Highways and Transport in respect of operational highway matters, when necessary, both within the Council and in respect of external meetings. Attend meetings with the public, Parish Councils and Parish Meetings, and others of a similar nature as may be required from time to time in connection with highway issues.
22. Carry out such other duties as may be required by the Head of Highways and Transport that may be commensurate with the responsibilities of this post.
23. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.
24. To manage and develop a motivated team to ensure that service objectives are met, and standards of service are delivered that meet customer needs. Ensure that staff are developed in their role through effective use of 1-1s (supervision) and effective performance management.
25. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules. Manage any approved grants, including the development of appropriate bids to maximise funding opportunities and respond to budget pressures.
26. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
27. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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28. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

Work collaboratively across the Council to ensure a joined up, consistent service that adds value to the Council.

Be ambitious for the Council and champion best practice in Transport services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions

1. Line Management – Highways Engineer (1 report to this post),, 3 Highways and Streetworks Inspectors, Streetworks Coordinator (1 report to this post), Traffic Engineering, Business Administration Support
2. Managed Team – The post is responsible for the achievement of the teams and overall service and Directorate key performance indicators, including customer contact responses, budget savings and customer satisfaction goals.
3. Budget Responsibility – The post has budgetary responsibility:

Capital: – £0m

Revenue: £2.8m



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree level education in relevant discipline	D
Member of relevant professional Institution (e.g. Institution of Civil Engineers, Chartered Institution Highways and Transportation)	D

Desirable	Method of Assessment *
Management qualification	D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Understanding of the legislative framework and the ability to contribute to the development of policy and strategy and recommend change where appropriate	A/I
Professional and technical ability in the field of highway design and maintenance advice	A/I
Experience at a senior (managerial) position within an organisation delivering highway services.	A/I
Experience of procuring and performance managing large-scale contracts and contractors	A/I
Experience in providing highways specific advice to senior officers and councillors.	A/I
Experience of leading and commissioning new highways infrastructure and managing highway aspects of new developments.	A/I
Experience of Winter Maintenance & Out of Hours emergency operations (essential)	A/I



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Previous budget management responsibility	A/I
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Desirable	Method of Assessment *
Experience of working in a political environment	A/I
Experience of undertaking CDM Coordinator role	A/I
An understanding of Lead Flood Authority and SUDS Approving Body roles and functions	A/I

SKILLS

Essential	Method of Assessment *
Proven track record of achievement	A/I
Ability to lead a customer-focused service, manage performance and communicate effectively with the public	A/I
Ability to motivate and develop staff	A/I
Personal and professional credibility and a high level of probity and integrity	A/I
Ability to negotiate and effectively manage contracts and contractors	A/I
Ability to analyse technical problems and devise practical solutions	A/I
Ability to write clear and concise reports, and to present to a range of audiences.	A/I
Able to work as an individual, but also to organise own workload and those of others whilst contributing towards team objectives.	A/I
Proficient in the use of standard IT packages such as Word, Excel, PowerPoint and Outlook	A/I
Good motivator	A/I
Excellent organisation skills	A/I



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Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognize discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Be flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
21/7/25	Yes	Paul Middleton, Head of Highways and Transport