

Job Description

Job Title	Team Leader (Area Streetscene)
Grade	PO4
Reporting To	Asset Operations Manager
JD Ref	OPS0011P(C)

Purpose

Responsible for the operational management of the highway network, delivered through the supervision of the Council's strategic highway services contracts, for highway related infrastructure, and the management of a team of highway inspectors and their workload. This includes supervision of the Council's Capital programme of structural schemes.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leader (Area Streetscene) specific duties & responsibilities:

- Responsible for appropriate inspections of the network, management of and response to enquiries utilising the Council's CRM system, a joined up response to service needs through Council and contractor resources, representation at Neighbourhood forums and managing works and services to be delivered through Neighbourhood plans.
- Responsible for the local area operational management and delivery of all of the works and services delivered through the Council's strategic highway services contracts, ensuring that the contractors fulfil operational obligations and maintaining performance, risk, quality and contract records.
- Responsible for effective planning, programme management and supervision of the Council's Capital programme of structural schemes.
- Responsible for ensuring that a full programme of inspections is managed and delivered within the local area in accordance with Council policies for highway infrastructure, and that records are maintained utilising the Council's CRM and Street Works systems, and that colleagues, Members and customers are kept informed regarding outcomes, covering:
 - Highway (including drainage) safety inspections (Sections 41/58 of the Highways Act)
 - Highway (including drainage) serviceability inspections
 - Winter Service
 - Utility activity, including reinstatements (Section 74 of the NRSWA)
 - Highways Enforcement of obstructions and infringements to safe passage (Highways Act, Environmental Protection Act)
 - Contractor activity

- As Winter Service Duty Officer, responsible for the operation of the Council's gritting service in accordance with the Highway Winter Service Operational Plan, including the Council's gritter fleet and salt stocks, valued in excess of £1 Million.
- Direct responsibility for team plans and programmes requiring agreement of long term (one year) service objectives and targets with their teams.
- Assist the senior manager in the development and maintenance of maintenance programmes and records for the Council's carriageways, footways and highway drains, including complex asset maintenance and improvement require long term planning over many years (designed life span of carriageways is 40 years).
- Act as Project Manager/Supervisor under NEC contracts for capital highway improvement works contracts over £250,000 value, including maintaining accurate detailed and complex site records and checking of contractor's accounts including complex data and figures.

Communication, Engagement and Training:

- Responsible for ensuring that local area inspection records are maintained, and evidence provided to ensure that:
 - The Insurance and Risk Managers, and the Council's legal advisors, are able to demonstrate that the Council has maintained its Section 58 defence in addressing claims against the Council regarding its highway maintenance policies and practices.
 - The Traffic Manager is able to co-ordinate and enforce the requirements of the Traffic Management Act and NRSWA.
- Lead on managing Stake Holder engagement in resource management to undertake Highway Street Scene works.
- The post holder will act as the Duty Officer for the Highways Winter Service, and will be required, on a weekly rotation basis, to work unsociable hours in uncomfortable working conditions in order to manage the Department's inspection and salt spreading resources, as required.

Data Analysis and Decision-Making:

- Lead on utilising local area asset data and surveys, materials standards and maintenance practices in the development of highway maintenance schemes and programmes; to assist the senior manager in the development of programmes of works for carriageway, footway and drainage assets.
- Responsible for the Winter Service operations using complex data and undertaking analysis for the Council's highways winter maintenance service, directing the inspections and contractor's salt spreading resources. Assist the senior manager and Highways Asset Manager in the development and operation of the Highways Winter Service Operational Plan.
- Undertake third party accident investigations and provide evidence in court as required.
- Using complex data information to provide programmes of maintenance works.
- Provide advice to the senior manager on all matters relating to highway inspections, management and maintenance of carriageway, footways and drains, and the management and performance of the term Highway Services Contract and other applicable highways service contract.
- Independently carry any responsibilities delegated by senior manager, for all contract responsibilities and statutory duties in respect of the Council as Highway authority for Wirral in respect of maintenance standards, inspections and the Section 58 defence.



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- Make recommendations on improvements to highway maintenance policy and procedures whilst ensuring that they continue to reflect statutory responsibilities.
- Produce reports as requested by the senior manager to inform decision making.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- ONC – in Highway or Civil Engineering or equivalent.
- ILM Level 3 or equivalent management qualification.
- Formal Street Works qualification.
- *Desirable – A relevant technical qualification at HNC level*
- *Desirable – Relevant qualification in highway construction or materials technology*

Knowledge & Skills

- Broad understanding of the Council's customer access, transportation and regeneration priorities, in order to shape highway maintenance and Streetscene strategies and plans.
- Broad understanding of asset management principles and best practice, to enable optimal decision making on maintenance and replacement of assets and to ensure accurate records.
- Ability to deliver through others, through collaboration with colleagues and others, to ensure that appropriate resources are commissioned to achieve service objectives.
- Supervision of utilities excavations and reinstatements in the highway in accordance with The Street Works Regulations.
- Resilience in the face of strong opposition to service position and often conflicting priorities.

Experience

- Experience of the legislation, regulations, court procedures, standards, specifications, materials and operational practices relating to the inspection and maintenance of highways and associated infrastructure, and in the defence of claims against the Council arising from alleged defects in the maintenance of highway infrastructure.
- Experience in negotiation and collaboration with contractors, developers and local communities in the delivery and improvement of infrastructure and services.
- Experience of delivering highway maintenance services through term maintenance contractors, utilising the NEC form of contract and DMRB specifications and methods of measurement.
- Experience of the Highways Winter Service, in order to direct the Department's inspection and salt spreading resources efficiently and effectively, as required, based on the post holder's decisions regarding the weather forecast information supplied.



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Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

Approved By: Linda Summers

Date Of Approval: Highway Asset Manager 11.09.25



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