



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Strategic Highways Manager

Grade: PO5

Directorate: Places

Department: Highways

Responsible to: Head of Highways and Transport

Overall Purpose of the Post:

To lead the Strategic Highways Services, including fulfilling the Councils statutory duties in Highways Development Control, Highways Asset Management and Lead Local Flood Authority.

To be the Councils Traffic Manager in accordance with the Traffic Management Act 2004.

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 strategic performance of the Highways Services and associated Contractors in delivering the targets of the Corporate Plan, Local Transport Plan, Highway Policy and other aims and objectives of the Council.
2. 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.
3. To manage the Councils highway assets via the Highway Infrastructure Asset Management Plan (HIAMP) through reviewing and updating the highway asset inventories, asset condition surveys, lifecycle plans and determining maintenance programmes and standards.
4. To develop the highway capital programme to ensure all works are designed and constructed on time and within budget and lead the commissioning, design and delivery of major projects as and when these are funded and agreed by Members and.
5. To be the Lead Technical Manager for the highway term maintenance contract and lead on the procurement and delivery of highway capital projects.
6. Lead in the highway aspects of all development sites in Rutland.
7. To comment on and supervise Section 38, 278 (Highways Act 1980) works and maximise Section 106 (Town and County Planning Act 1990) Agreements for new works or improvements to the highway network within the County through negotiations with developers.



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8. Manage the Rights of way function including the Definitive Map, Diversions, Creations, and the rights of way budget.
9. Undertake road safety audits on schemes designed by others, including Section 38 and 278 (Highways Act 1980) works.
10. To administer Authority functions as Lead Flood Authority and Sustainable Urban Drainage (SUDS) Approving Body (SAB)
11. 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.
12. 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.
13. 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.
14. 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
15. Promote customer care by receiving and resolving requests, enquiries and complaints from elected Members, Parish Councils, Parish Meetings and members of the public.
16. Deputising for the Head of Highways and Transport in respect of strategic highway operations, 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.
17. 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.
18. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.
19. 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.
20. 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.



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21. 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.
22. 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.
23. 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 – Flood Risk Officer, Highways Asset Manager (1 report to this post), Traffic Engineering Officer, Senior Development Control Engineer (3 report to this post)
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.



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3. Budget Responsibility – The post has budgetary responsibility:

Capital: – £4m

Revenue: £500k



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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 managing Section 38, 278 and 106 agreements	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
Experience of preparing transport plans, e.g. TAMP/MA/Winter Maintenance (desirable)	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



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Good motivator	A/I
Excellent organisation skills	A/I

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.



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