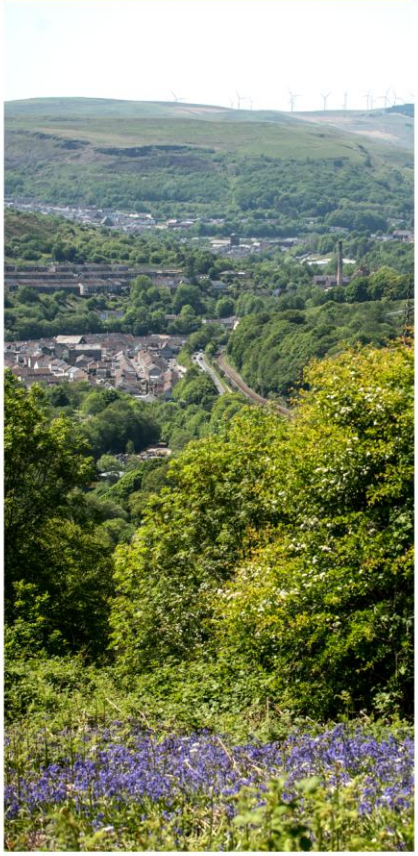
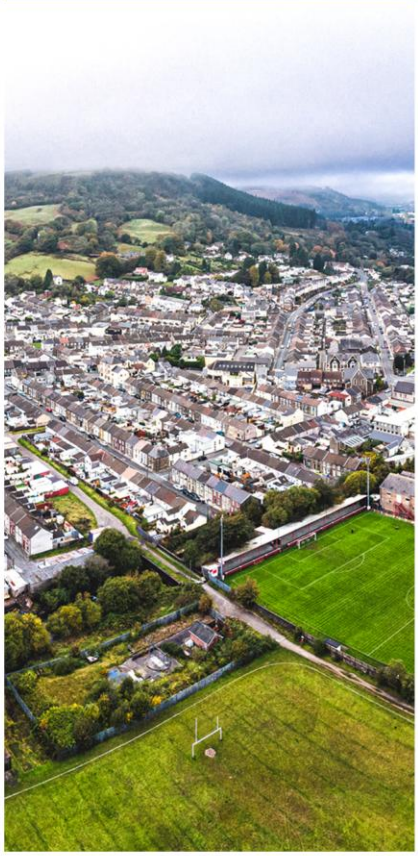
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Structures Team Manager

To lead and manage the provision of effective, efficient, responsive and high-quality Structures Asset Management services within Infrastructure Asset Management Services.

To act as lead in Technical Approval Authority for the Council in relation to highway and civil engineering related structures.

Post Reference Number: ***002005***
Date of Job Description: 03 December 2025
Version: 1:1

Grade	GR15
Location	2 Llys Cadwyn, Pontypridd (with Agile Working where appropriate)
Group	Environmental Services
Division	Highways, Transport & Engineering
Department/Section	Highways Technical Services
Team/Sub Section	Highways Structures
Responsible to	Head of Infrastructure Asset Management
Posts reporting to this post	Structures Team Posts under Review. Currently: 1x GR13 3xGR11 5xGR10 2xGR8 2xGR6 Graduate/Apprentice roles as assigned
DBS Required	No

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement, starting at 26 days (pro rata) rising to 31 days after 5 years of service, plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To lead and manage the provision of effective, efficient, responsive, and high-quality Structural Asset Management services within Infrastructure Asset Management Services with due consideration for duties under the Highways Act and all relevant legislation.

To manage risk by implementing an appropriate inspection regime of all the assets managed and maintained within this service area and implement a maintenance and replacement strategy.

To act as lead in Technical Approval Authority for the Council in relation to highway and civil engineering related structures.

To manage the council's responsibilities under the Construction Design Management Regs (CDM) and any future legislation as Client.

To help co-ordinate the delivery of the Council's duties under the Future Generations Act and other Sustainable Development Legislation.

What you will deliver:

1. To lead and manage the Structures Team within the Infrastructure Asset Management section.
2. To contribute to the achievement of the objectives and performance targets as set out in the Business Plan.
3. To assist the Head of Service and Highways Infrastructure Manager in the formulation of polices for highways management and maintenance in accordance with the requirements of the highways related legislation, appropriate Codes of Practice, and secondary legislation.
4. To develop and manage the Capital and Revenue programmes of works to the Structures asset managed by the team.
5. To undertake financial responsibility and responsibilities as outlined in the Scheme of Delegation for the post.
6. To provide relevant information to the Highways Infrastructure Manager in the further development of the Highways Asset Management Plan
7. To make an active and positive contribution to the overall management of Highways Services.
8. To be responsible for compliance with all relevant legislation, regulations, and other statutory obligations.
9. To be responsible for the undertaking of all Structural Inspections and determination / implementation of monitoring in respect of the Authority's Structures Inventory.
10. To liaise as necessary with external and internal consultants in the delivery of projects
11. To improve and increase the in-house service delivery of projects.
12. To manage the Geotechnical Highways Asset and oversee the provision of geotechnical advice within the authority.

What you will deliver:

13. To manage a team of Engineers / Technical Staff in the co-ordination of the undertaking of all Structural Inspections, monitoring and detailed design where necessary.
14. To establish systems of control ensuring that the team comply with the recommended schedule of structural inspections.
15. Ensure that all inspections are completed to the appropriate standard and within the set time frame.
16. To be responsible for commissioning specialist advice as and when required.
17. To liaise as necessary with external consultants in the delivery of specialised Structural Inspections and monitoring.
18. To represent the Council at meetings with external funding bodies and various stakeholders.
19. To liaise and work successfully with external organisations and range of other corporate colleagues in delivery of projects.
20. To assist the Head of Service in the provision of comprehensive management and financial information to support funding application bids.
21. To take responsibility on behalf of the Council in the delivery of the Technical Approval Authority process.
22. To be responsible for the responses to Customer Care queries in relation to the Structures asset
23. To undertake or oversee structural design where appropriate using relevant software/ CAD in accordance with the relevant British standards.
24. To provide or oversee the provision of specialist technical advice to other departments within the Council, including but not limited to the Building Control team on Dangerous Structures and relevant teams on Sports and Events Stadia.
25. To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibility document
26. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Head of Service, Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

What you will deliver:

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Relevant degree qualification. BSc Honours Civil Engineering or equivalent	Ability to speak Welsh (or willingness to learn)
Chartered Member of Institution of Civil Engineers or Institution of Structural Engineers or equivalent	Knowledge of local authority asset management, procedure and policies
Excellent Knowledge of Highway Technical Services issues	Knowledge of asset management system AMX
Management qualification minimum ILM Level 2 or prepared to work towards it	Project Management and/or Programme Management Qualification

Experience:

Essential	Desirable
Experience in highway and public spaces structures asset management and maintenance	Experience of managing a Highways Structures Team
Experience in undertaking or supervising General and Principal inspections of highway structures.	Highway Structures Technical Approval Authority role.
Experience in the design and/or assessment of highway structures.	Experience of design/management of geotechnical structures / measures.

Experience in construction and maintenance of highway structures such as bridges, retaining walls and larger diameter culverts	Experience in project Carbon Management
Experience of assessing and undertaking periodical monitoring of highway structures.	Experience with Asset Management standards
Experience of undertaking Client and/or Principal Designer role under CDM Regulations 2015.	Experience in Budget Management and Financial Procedures
	Experience in managing Health and Safety Risk Assessments and Colleague Welfare

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☒ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	**Middle Manager Competency Framework**
Competency Areas	**Competency behaviours and values**
Developing and Motivating People	Inspires others by being passionate and enthusiastic and having a positive 'action-focused' attitude. Leads by example. Actively shares knowledge and experience with others to develop the service.

Working in Partnerships and Teams	Builds lasting, positive and constructive relationships with a wide variety of people. Always works towards understanding and resolving differences in agendas, objectives and expectations.
Communicating Effectively	Gets the right messages to the right people quickly and keeps people informed. Makes commmunications clear, articulate and easy to understand.
Managing Change	Understands and embraces the need for change in order to respond to future challenges. Makes new ideas and initiatives work for them and their team practically.
Implementing Strategy	Demonstrates a good understanding of key strategic priorities by incorporating them into team objectives. Regularly challenges service delivery to ensure a more sustainable future to improve the quality of peoples' lives and the environment.
Managing Resources	Continually evaluates and responds to service needs to increase efficiency, quality and value of delivery (workforce planning). Shows that they have a good understanding of team's workload and takes this into consideration when planning.
Achieving Results	Remains focussed on outcomes and meeting deadlines. Consistently shows consideration for and commitment to other people's health, safety and well-being including mental health.
Focusing on Service Users	Proactively seeks, listens to and reacts positively to feedback from Service Users/Customers. Empowers staff to deal with responses on the frontline and provides support where necessary.
Political Knowledge and Awareness	Works to maintain positive relationships with politicians and treats politicians as internal customers. Demonstrates a good understanding of the political process within the Council.

Special Conditions and Professional Requirements

Ability to travel independently throughout the county borough