

# Kent County Council

## Job Description: *Highway Manager*

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<b>Directorate:</b>	Growth, Environment and Transport
<b>Unit/Section:</b>	Highways and Transportation
<b>Grade:</b>	KR11
<b>Responsible to:</b>	Senior Highway Manager

### **Job Purpose**

To be the accountable officer of service provision for Highways ensuring an efficient and consistent service for a specific District area delivering to agreed standards and contractual standards.

### **Main duties and responsibilities**

1. Lead for the County Council at Joint Transportation Boards and other meeting as directed, and direct the submission of papers and attendance by others as appropriate; ensure distribution of outcomes to all stakeholders.
2. Line manage, develop, appraise and performance manage a team of operation engineers and highway stewards.
3. Direct and evaluate the work of the team to act as an integrated whole (including use of IT) and co-ordinate with other district managers to ensure the most effective overall use of resources for HT&W and achieve targets for Key Performance Indicators.
4. Be accountable for responses to customer requests and complaints for their district and ensure that all are investigated and completed in a timely way, and clearly communicated.
5. Manage the general works budget under the annual works programme, ensuring that all works are completed to time and within budget.
6. Provide professional and technical advice on highway maintenance and related matters to Members, senior managers, other councils and members of the public and ensure that County Council Members are kept fully informed of operational issues which are likely to impact on their constituents.
7. Provide appropriate assistance to team members in establishing relationships with customers, and lead a co-ordinated approach to engagement with County and District members and officers, and with other community representatives.
8. Keep abreast of improvements in technology and changes within the industry in order to provide the most cost-effective service, to comply with changes in legislation and to identify possible improvements; and work with other team leaders/managers to implement them.
9. Ensure compliance with Health and Safety legislation and complete appropriate training as directed.
10. You will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Highway Manager*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• NVQ Level 5 (or equivalent) in relevant discipline</li> <li>• NVQ Level 5 (or equivalent) in management</li> <li>• Experience of line management and leadership of a team.</li> <li>• Project &amp; budget management experience</li> <li>• Knowledge of highway engineering or traffic engineering or both</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• An excellent communicator with well-developed networking, listening and influencing skills to create win/win situations</li> <li>• Flexibility and the ability to work well under pressure and with conflicting priorities and deadlines</li> <li>• Ability to liaise with senior officers and members and able to see the 'political' angle as well as the strategic and operational issues</li> <li>• An aptitude for the use of various computer systems</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>