

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Area Highways Maintenance Manager - North
- Post Number: P22735
- Grade and SCP: Band 13
- Directorate:

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Highways Maintenance Team within Highways and Transport Service, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Shropshire Council is responsible for a highway network comprising of 3,200 miles of road, 2,500 miles of verge, 96,000 highway gullies and catch pits and various structures.

Overview of your role

The role is to manage the highways operations for the north area. This will involve management of the team and operational activities that maintains Shropshire Council's highway infrastructure to the best possible level, in collaboration with colleagues and supply chain partners across the three maintenance areas.

You will serve as the area representative and front-line ambassador for the highways maintenance service communicating performance and appropriate reputation management.

Who will your manager be and what will you be responsible for?

Member of the Highways Leadership Team responsible for Shropshire's Highways Network, delivering a high-quality service to our residents and communities. Provide strategic leadership and direction for the operation and investment decisions to support Shropshire's transport infrastructure and deliver the Shropshire Plan and Mixed Economy approach.

You will be:

- reporting to Head of Highways, AMP and Communities who is in turn responsible for your health and safety, training and development.
- responsible and accountable for 6 FTE members of staff, acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.
- responsible for an approximate budget of £6m, and operational resources such as plant and materials.
- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.



What will you be doing?

- Responsible for effective financial decision-making, budget management and control
- Responsible for employee health, safety and well-being at work
- Promote a culture of continuous improvement and personal accountability
- Operate within Statutory and regulatory environment for highway work and activity
- Commercially manage the effectiveness of supply chain partners
- Required to be mobile across the County and react to service requests when required

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.



You will be based at either Longden Road or Whittington Depots (by agreement) with attendance at the alternative when required

Your post is subject to the following:

- The post is permanent for 37 hours per week,
- Normal office hours are Monday – Fri between 8am and 6 pm day with a minimum lunch break of 30 minutes. Occasional evening/night/weekend work may be required and attendance for operational stand by rotas,

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rata for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rata) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to two months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,
- 4.

All applicants who are appointed to this post will be subject to a **Basic Disclosure check** once the appointment is confirmed. This check will include details of any unspent convictions under the Rehabilitation of Offenders Act 1974.

