

Job description	
Post title	Transport Manager
Division / Section	Planning and Transport
Department	Place
Responsible To	Network Manager or Service Manager
Number of post holders	8
Acting up/ Secondment	N/A

PURPOSE OF JOB

To be primarily responsible for the performance, efficiency and development of an operational service within the Transport Service including:

- Structures and Flooding
- Street Lighting and Traffic Signage
- TAMP
- Transport Design
- Road Safety and Active Travel;
- Public Transport
- Parking and Traffic Regulation
- Road Occupations

Note: Areas of responsibility may change and there is a significant likelihood that a Transport Manager will be asked to take on responsibility (at least temporarily – and on an ongoing basis) for more than one of the above functions.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

1. To lead and manage operational services comprising teams of staff responsible for delivering front-line transport services to achieve Key Service Outcomes.
2. Ensure services are effectively delivered to specification; to budget and within timescale, taking personal responsibility for the development of sustainable operational plans, service delivery and development to ensure the service provides best value. Ensure that agreed standards, policies and procedures are met and that all operations comply with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
3. Plan and manage budgets and resources for related services.
4. Deputise for Service Managers and / or other Transport Operational Managers as required.
5. Manage and maintain transport assets and the implementation of major innovative projects/services.
6. Responsible for the preparation and content of reports, strategic plans, other documents, briefings and presentations for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.

7. Manage arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
8. Be responsible for a wide range of employee matters including, health and safety, recruitment and selection, absence management, disciplinary, grievance procedures, training, employee development.
9. Assist in the setting of standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.
10. Responsible for ensuring that all work undertaken by the operational service area is in compliance with Departmental Quality Management System including ensuring that the relevant Quality Assurance documentation such as Operation Guides, Procedures and Records are reviewed, updated and maintained.
11. Establish service objectives and performance indicators in the context of council decisions and priorities.
12. Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment.
13. Present expert evidence and opinion at Public Enquiries, Planning Enquiries and court proceedings etc.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

1. The post will develop and implement proposals relating to the operational efficiency and effectiveness of a major service area with particular responsibility for their own service. This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across the council and/or on a large area of the city. The post holder will also initiate, develop and manage the implementation of major innovative projects.
2. Contacts will relate to the development and delivery of operational services and as such will have a wide ranging impact on customer perception, financial performance, efficiency and the quality of front-line service delivery. The post will represent the Council on a range of external bodies and will have the authority to commit the Council to a course of action with major implications, subject to the Council's approved scheme of delegation. The post will provide expert advice and guidance, in its own service area, to the Service Manager and the Planning and Transport Leadership Team. Work closely with Chief Officers, Elected Members, senior officers and external agencies to represent the Council's interests.
3. The post will make operational decisions on the future development of front-line services covering the city. The post will provide advice and make proposals and recommendations to Transport Service Managers, Heads of Service, Directors, Elected Members and Committees relating to policy, service practice and provision for a major operational service.
4. The post will provide advice and make proposals for recommendations presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a locality or major operational service
5. Decisions will have a operational impact across the whole city for a service which has a high public profile and visibility.
6. The post holder will manage one or more operational services interpreting and reacting effectively to the changing local and national factors impacting on the service. The post holder will be responsible for the operating efficiency, quality and probity of between 10 and 200 staff delivering a highly visible and valued front-line service of the Council.
7. The post holder requires to be qualified to degree or postgraduate level in a relevant discipline, be a member of an appropriate professional body and have extensive management experience in a relevant discipline with extensive knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

8. The post holder requires an understanding of the political, organisational and financial context within which the service is delivered.
9. The post holder requires knowledge of legislation, policy and procedures relating to the service area.

ENVIRONMENT

- The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities. However it is anticipated that the post holder will spend a proportion of their time (between 25% and 40%) on site engaging with staff, witnessing and experiencing, first-hand, services being delivered.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Supervision and Management of People (Numbers and type of staff)

The post will be responsible for the planning, co-ordination and management of operational services and as such will have a number of Managers / Team Leaders and front-line staff reporting directly to them. There will be between 10 and 200 staff in total within each operational service and these will cover a range of different professions. The post holder may also manage and monitor the performance of external consultants and contractors.

Resources

The post will have delegated responsibility for ensuring that a non-staffing budget in the region of £1 million to £ 30 million per annum is spent effectively and efficiently to deliver agreed outcomes. The post holder will also be responsible for the effective and efficient delivery of a significant capital programme (between £1 million and £25 million per annum).

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- co-operating with management and following instructions, safe systems, and procedures;
- reporting any hazards, damage, or defects immediately to their line manager; and
- reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Lines managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.