

Post title	Senior Transport Team Leaders
Division / Section	Place Management and Place Development
Department	Place
Responsible To	Operational Managers/Transport Manager
Number of post holders	12
Acting up/ Secondment	N/A

Purpose of Job

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

Roads Operations East & West	(2 posts)
Citywide Road Co-ordination	(3 posts)
TAMP	(1 post)
Parking and Traffic Regulation	(3 posts)
Road Safety and Active Travel	(3 post)

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

MAJOR TASKS/JOB ACTIVITIES

To lead and manage teams of staff responsible for delivering a wide range of operational services to achieve Key Service Outcomes.

Checking and approving work prepared by others, including work undertaken by 3rd parties, as per relevant legislation, i.e. The Roads (Scotland) Act 1984 & New Roads & Streetworks Act 1991.

Co-ordinating and controlling 3rd party works on the road network in accordance with the relevant legislation, i.e. The Roads (Scotland) Act 1984, New Roads & Streetworks Act 1991 & the Transport Scotland Act 2010.

Ensure services are effectively delivered to specification; to budget and within timescale, taking personal responsibility for the development of sustainable team 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.

Deputise for Transport Operational Managers and / or other Transport Team Managers as required.

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

The post will be responsible for the operational management of services and as such will have a range of front-line staff reporting directly to them. There will be between 2 to 19 staff in each of the operational teams. Reports may be based in other locations or on site.

The post will be responsible for a wide range of employee matters including, health and safety, recruitment and selection, absence management, disciplinary, grievance procedures, training, employee development.

Creativity and Innovation

The post will be responsible for the operational performance of their service using creativity and innovation to ensure that agreed outcomes are achieved within resources available. The post will be responsible for engaging with staff and other stakeholders of the service to identify develop and recommend new approaches to service delivery promoting continuous improvement to service effectiveness and efficiency.

Review, update and maintain the section/team's Quality Assurance documentation, e.g. Operation Guides, Procedures and Records. Ensure that staff under their control undertakes all work in compliance with the Departmental Quality Management System;

Contacts and Relationships

Contacts will relate to the development and delivery of operational services and as such will have a wide ranging impact on budgets, efficiency and quality of front-line service delivery. The post will represent the Council on a range of external bodies including local community partnerships and other business and residents organisations. For example, the Bus Infrastructure Manager will have extensive contacts across all bus operators operating throughout Edinburgh and with the Bus Shelter contract provider.

Decisions (Discretion)

The post will make operational decisions on the delivery of services including the deployment of staff and other resources.

Decisions (Consequences)

Decisions will have an operational impact across localities and the city as a whole for services which have a high public profile and visibility.

Resources

The post will assist with the management of budgets up to £2 million per annum in revenue expenditure and up to £1 million per annum capital expenditure.

Environment – Work Demands

The post holder will manage a front-line operational services responding effectively to the changing local demands impacting on the service within agreed resource constraints.

The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

Environment – Physical

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 10% to 20% on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.

Environment – Working conditions

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.

Environment – Work Context

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 on construction and road work sites.

The post holder will be required to assess and manage risks when working in various conditions within the road network, including high speed roads, during periods of flooding and working adjacent to watercourses/alongside fast flowing water, working with live electricity, on construction sites and working at heights.

Knowledge and Skills

The post holder will require to be educated to degree level or equivalent 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.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.