

JOB DESCRIPTION

POST TITLE: Roads Maintenance Partnership Manager

DIVISION/UNIT: Construction Division

GRADE: 15

RESPONSIBLE TO: Dundee City Council's Head of Sustainable Transportation & Roads Infrastructure **OR**
Perth and Kinross Council's Strategic Lead Environment and Infrastructure
Tayside Contracts' Strategic Lead – Construction
Roads Maintenance Partnership Executive

RESPONSIBLE FOR: Roads Maintenance Partnership Staff

Job Purpose

To lead, manage and maintain the partnership Council's adopted road asset in accordance with its statutory duties and provide a comprehensive, high quality, cost-effective range of road maintenance services (including overseeing access to the adopted network) from design through to construction and maintenance. In addition, the post holder will contribute to the formulation and implementation of business strategies and provide leadership, support and direction to staff to ensure effective performance delivery of the Partnership's key objectives.

Main Duties and Responsibilities:

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Oversee and co-ordinate the management of your area and ensure that it is carried out in the most cost-effective and efficient manner and in accordance with the appropriate regulations and legislation.
5. Provide leadership and support to direct reports and ensure that they maintain and enhance their knowledge and competence through continuous professional development and awareness of new legislation, developments and initiatives in relation to roads maintenance.
6. Deputise for the Strategic Lead – Construction as required to ensure an acceptable level of service is provided at all times.
7. Plan, monitor, and maintain the Service Plan for your area, aligned with the Operations Unit Service Plan and Tayside Contracts' Business Plan.

8. Responsible for setting, monitoring and controlling the Operations budget for your area and achieving all financial and other targets for your area.
9. Lead, manage, maintain and co-ordinate works on the road asset and network on behalf of the partnership Council in accordance with its statutory duties and responsibilities including the identification, prioritisation and implementation of renewal programmes as a result of survey information gathered through regular statutory inspections and testing.
10. Assist in the development of policies on all matters relating to the delivery of the road maintenance service within the partnership Council and effectively carry out such functions of these policies as determined and directed by the Head of Sustainable Transportation & Roads Infrastructure/Strategic Lead Environment and Infrastructure, Strategic Lead – Construction and Roads Maintenance Partnership Executive.
11. Develop and maintain an effective asset management system to manage, monitor, evaluate and review the Partnership's key performance indicators at strategic and operational level and deliver key actions and service standards.
12. Manage all the resources of the Roads Maintenance Partnership including plant equipment, financial and human resources, to achieve the goals and targets set by the Partnership Executive.
13. Provide a competitive "one stop shop" for designing, installing and maintaining roads, both to Private Sector Housing Developers and External Organisations.
14. Ensure that surveys, documentation, supervision, measurement, planning and programming and design of road maintenance works is carried out in a cost effective manner in accordance with relevant policies and standards of good practice.
15. Provide Technical and Professional advice to the Planning and Transportation Department, the Environment Service and other Council Departments and external public agencies, as appropriate.
16. Liaise closely and build positive working relationships with other senior officers of the partnership Council, Tayside Contracts and other relevant agencies, utilities and authorities.
17. Assist with a response to/respond to MP, MSP and Elected Member queries and public complaints.
18. Demonstrate and exemplify positive behaviours and attitudes which promote the Partnership, and support the vision of high quality, integrated and cost-efficient service delivery.
19. Develop and maintain a customer-focused service, ensuring effective consultation with existing and potential customers and effectively recording and addressing customer complaints in accordance with the appropriate policies and agreed customer care standards relevant to the Partnership.
20. Identify, develop and implement innovative solutions, including optimum utilisation of new technology, to ensure continuous improvement and enhanced quality and efficiency of service delivery.
21. Prepare reports for both the partnership Council and Tayside Contracts and their Committees on matters relating to roads maintenance.

22. Responsible and accountable for the financial control and administration of the Partnership as a cost centre and for the financial control of projects involving capital and/or revenue expenditure.
23. Ensure that performance levels are set and maintained, performance targets are met and that statutory and other financial targets are achieved.
24. Develop and maintain effective communication and consultation channels to ensure all Partnership staff are regularly briefed and afforded the opportunity to feedback regarding all relevant information arising from Service and Divisional Management Team meetings and other sources.
25. Participate and represent the Partnership in all relevant employee relations matters, including trade union consultation and negotiation.
26. Ensure that all work carried out by the Teams complies in all respects with the relevant requirements of the Health & Safety at Work Act, its associated Regulations, including the Construction (Design and Management) Regulations and the Partnership's Health and Safety policies and procedures.
27. Ensure that all procedures adopted in conducting the work of the teams comply in all respects with the appropriate Quality Assurance scheme.
28. Establish, monitor and develop 'Lean' procedures through the Business Improvement Techniques (BIT) programme and support the application of the European Foundation Quality Model (EFQM) within the Unit.
29. Responsible for all legislative and regulatory requirements in relation to the management of waste within the Unit including liaison with the Scottish Environmental Protection Agency (SEPA).
30. Responsible for all legislative and regulatory requirements in relation to the management of driver's hours within the Unit including the application of UK Domestic and European regulations.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility for Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility for Physical & Info	Initiative & Independence	Knowledge
2	2	1	6	5	5	1	6	6	5	6	6	7