**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Team Leader – Network Coordination  |
| Salary: | £52,805 – £56,070 |
| Grade: | Grade 14 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Network Coordination  |
| Service Area: | Highways and Operations |
| Primary Location: | Ron Groves House Kidlington. *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | £2m per annum |
| Responsible to: | Operational Manager – Network Coordination  |
| Responsible for: | Up to 20 staff, a combination of Senior Officers, Officers and Assistant Officers |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The purpose of this job is to support the management of the network for road and street works under the Traffic Management Act 2004 and New Roads and Street Works Act 1991 (and associated regulations and Codes of Practice).   The post will have a leading role in the coordination of the network for road and street works, managing events on the network and ensuring compliance with national and local regulations/requirements. The post holder will deputise for the Operational Manager – Network Coordination if required.   As Team Leader, the post holder will be accountable for the following activities:- * Delivering specific network coordination functions across the County and supporting neighbouring authorities with cross-boundary works in all coordination activity
* Managing the operational effectiveness of network coordination, including finance and budget reporting/forecasting, procurement processes, contract management and risk management.
* Working with the Operational Manager to deliver relevant parts of the Service Plan.
* Working with colleagues to identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams particularly but not exclusively in network coordination.
* Ensure that all members of the team are managed and supported, with regular one to one/12.3.2 meetings, clear objectives and a training and development plan. Manage the supervision of junior staff dealing with issues of those staff by exception.
* Act as an escalation point in relation to queries or issues that cannot be resolved by Senior Officers/team members.
* Supporting and enabling colleagues across Network Coordination to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

 To work with our Residents, Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.   To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.   To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.   To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.   The postholder will be expected to provide the Operational Manager – Network Coordination with detailed information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.   The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.   |

## Job Responsibilities

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| Team Leadership and Management* To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources.
* Develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team
* Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings, and investigations.
* Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
* Embed a culture of continuous improvement, building skills and knowledge amongst staff across the Network Coordination team. This may include the delivery of training to the team or colleagues.

 Strategy and Decision Making  * To ensure the delivery of the aims and ambitions of the Council, as set by the Council’s Leadership Team, specifically relating to Network Management Plan and the Service Delivery Plan.
* To work closely with colleagues across the Directorate to embed more efficient and effective business processes, enabling the achievement of financial targets and savings.
* To work with the Operational Manager on implementation of the planned transformation goals of the service.

 Relationships and Stakeholder Management  * To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
* Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
* To contribute to the development of advice, written reports and briefings relating to network management activity to Members, both Council’s Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

 Technical / Professional  Conduct the proper operational management of the Network Coordination Team to:-  * Manage up to 20 direct reports. Responsible for the health & welfare, mentoring and development of those direct reports and ensuring that staff within the Team are supervised, dealing with issues on an exception basis.
* Substitute for the Operational Manager as required and represent the County Council, and its management, at Regional and National forums, arbitration hearings or legal proceedings.
* Act as the support point for officers enabling them to carry out programme, permit or compliance activity, ensure that street work requests are planned, scheduled and carried out both within the confines of the regulations and in order to minimise disruption for users of Oxfordshire’s roads.
* Carry out a range of monitoring tasks to ensure that organisations carrying out street works comply with statutory requirements in terms of the accurate and timely submission of information, notices/permits and requests. Ensure this information is accurately processed so that all operational deadlines are met during the process. Carry out physical inspections of live Streetworks on an occasional basis, ensure that appropriate fees are levied, follow up on compliance issues, included FPN activity, is completed.
* Liaise widely with stakeholders and works promoters both internal and external to ensure that everyone is kept abreast of street work activity, changes to the schedule, fines, extensions etc. Manage expectations and ensure minimum of disruption. Engage with utilities and review performance/compliance, set targets and take legal/corrective action as required.
* Engagement with external stakeholders to ensure the County’s interests are protected by liaising/consulting and approving works by HS2, East West Rail and other large schemes. Input into Safety Advisory Groups (SAGs), commenting on planning and manage licensing functions. Liaise with bus companies ensuring journey times are within reasonable parameters and assist with active travel implementation. Consider and actively promote air quality standards.
* Produce regular reports on street works, including notices for infringements and payments information. Provide information, e.g. reports, presentations and letters to stakeholders about street work activities.
* Writing/presenting reports for Members. FOI requests, dealing with complaints and mediation. Prepare reports for annual return to DfT.
* Providing advice on regulatory matters to members of the public and staff at public utility companies.
* Reviewing and processing confidential information in regard to finance for external bodies.
* Contribute to service projects and/or reviews, challenging existing practices and generating ideas and solutions, recognising and balancing risks with reward, meeting agreed timescales.
* Support equality and diversity and respects customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin.
* Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
* Using good numerical skills, produce estimates and forecasts of annual incomes (income budget of £15m). Ensure invoices are raised and paid, confirm payments received and collation of work orders.
* May be required to work out of hours or at other times dependent on the needs of the Authority.

Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to degree level or equivalent.  | A  |
| Professional experience performing a managerial role or evidence of mentoring/coaching staff.  | A/I |
| Experience of delivering complex programmes of change, requiring project management skills and effective communication of key messages to diverse teams.  | A / I  |
| Ability and skill to make important financial decisions affecting outcomes. | A / I  |
| Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations. | A / I  |
| Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports.  | A / I  |
| Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.  | A / I  |
| Proficient in MS Office skills (Word, Outlook, Excel etc.). | I  |
| Desirable Criteria | Assessed By: |
| Experience of direct line management, engaging and coaching staff to achieve performance standards. | A/I |
| Understanding the need to comply with the Council’s constitution, including its contract and financial procedures and regulations.  | A / I  |
| Previous experience in undertaking HR/complaints processes, including investigations. | A / I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [x]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

January 2023