



Job Summary Overview

Job title	Team Leader – Maintenance Schemes
Career family	Organisational Support
Professional pathway	Engineering and Construction
Career family level	Team Leader / Manager (Tier 6)
Grade	14
Reports to	Operational Manager- Highway Schemes
Financial responsibility	Involvement in contract management and financial compliance to ensure maintenance schemes are delivered on time and within budget. Capital £23m Revenue up to £1m
Supervisory responsibility	Entry-level colleagues and their workload planning. 8 FTE 2 Senior Officer 5 Officers 1 Assistant Officer
Reference number	

Job Summary

Deliver high-quality services by managing maintenance schemes for highways and related infrastructure, applying specialist knowledge to resolve complex issues and drive service improvements. Provide professional advice on scheme planning, design, and compliance, mentor colleagues, and contribute to continuous improvement. Ensure alignment with organisational objectives while promoting health, safety, and environmental performance.

Key Responsibilities:

- Manage and resolve complex technical issues related to maintenance schemes using specialist knowledge and sound judgement.
- Provide expert advice on scheme design, planning, and compliance with relevant standards.
- Represent the service at project boards, making operational decisions and negotiating with contractors for best outcomes.
- Supervise and train entry-level colleagues, planning workloads and supporting professional development.



- Conduct site inspections, ensuring compliance with designs, health and safety, and environmental regulations.
- Prepare reports, maintain accurate records, and respond to internal and external enquiries promptly.
- Ensure routine works programmes are developed for publication to Members and public alike
- Working with engagement colleagues, respond to routine and ad hoc enquires from public and members through portals such as Fix my Street and Member portal.
- Working with Contract Management team, ensure procurement of services through the Highways Maintenance contact is aligned to contract terms and conditions.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Subject Matter Expertise: Educated to degree level OR equivalent experience.	✓	
Managerial Expertise: Level 5 management qualification OR equivalent managerial experience managing and supporting technical teams.	✓	
Subject Matter Expertise: Comprehensive knowledge of relevant highway maintenance legislation, strategies, policies and practices and their application in a local authority setting,	✓	
Managerial Expertise: Experience in managing and overseeing teams, including Senior Officers and other assigned staff, and managing allocated budgets and performance.	✓	
Managerial Expertise: Awareness of managing large, complex contracts and the management of contractors.	✓	
Subject Matter Expertise: Proven ability to deliver highway maintenance projects and service delivery programmes on time and within budget. Significant experience of managing large scale procurement exercises and of managing both service delivery and software contracts.	✓	
Stakeholder Engagement: Excellent stakeholder management skills, including experience building effective partnerships with internal teams, external organisations, and senior leaders	✓	
Managerial Expertise: A high level of verbal and written communication skills, including excellent presentation skills and the ability to prepare clear and concise reports for a range of audiences.	✓	
Mobility: Ability to travel county wide. Full driving licence required.	✓	
Performance Analysis and Reporting: Sound analytical and problem-solving skills with ability to work under pressure with conflicting deadlines.	✓	



Financial Management Skills: Proven ability to manage service revenue and capital budgets, including forecasting, allocations, resolving financial issues, and supporting year-end close down procedures.	✓	
Performance Analysis and Reporting: Experience preparing business cases and supporting funding bids for projects.	✓	
Performance Analysis and Reporting: Understanding and experience of using data insights and key performance measures to assess the impact of services and to inform decisions and service plans which improve outcomes.	✓	
Subject Matter Expertise: A good awareness of contemporary policy and strategy issues affecting local government at a national and local level.		✓
Managerial Expertise: Previous experience in undertaking HR/complaints processes, including investigations.		✓
Subject Matter Expertise: Membership of a relevant professional body (e.g. IHE, CIHT, CILT).		✓
Subject Matter Expertise: Formal qualification in project management		✓

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy [add link].
- Able to travel across the county and work from various office locations within the county.
- Full driving licence required

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

☐	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	x	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	x	Regular work outdoors
x	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	x	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
☐	Other (please specify):		