**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Senior Highways Supervisor | **Grade**:  OSSR (OS40 – OS46) £39,702 – £45,435 plus end of year profit share. |
| **Section:**  Direct Services Organisation | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Head of Direct Services Organisation | **Responsible for following staff:**  Highways Works Staff |
| **Post Number/s:** | **Last review date:** November 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

Responsible to the Head of Direct Services Organisation for the day-to-day management of the Highways Works Section (Roads); implementation of routine and non-routine maintenance, reconstruction and scheme works to footways and carriageways throughout the Richmond and Wandsworth borough road networks.

**Specific Duties and Responsibilities:**

1. Provides effective management of and deployment of up to 70 Highways Works (Roads) staff engaged in implementation of routine and non-routine maintenance to the highway infrastructure, reconstruction and scheme works to footways and carriageways including all assets throughout the Richmond and Wandsworth borough road networks, including recruitment, training, developing and appropriate application of policies and codes of practice on staffing matters.
2. Responsible for planning and administration of all highway works and routine and non-routine installation works through to invoice submission; monitoring and controlling works and associated finances ensuring quality, cost effectiveness and best value.
3. Responsible for ensuring all relevant Health and Safety legislation and Council policies and procedures are followed.
4. Advises and supports Head of Direct Services Organisation on relevant service and operational issues.
5. Assists as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
6. Proactively carries out performance review and improvement measures on an ongoing basis to ensure that processes secure the highest quality and value for money.
7. Supports the Head of Direct Services Organisation in representing the SSA, and where appropriate customers, in dealing with external organisations and to act as deputy to Head of Service in area of expertise, if required.
8. Responsible for ensuring that both Sign Shops are continually in full compliance with their respective Quality Management Systems in place under their EN ISO 9001; 2015 accreditations and assist management in the transition period to comply with the new standard.
9. Ensures all Member queries about service delivery are dealt with promptly and effectively.
10. Assists with, and as required to lead change programmes within the service.
11. Ensures that the services for both Richmond and Wandsworth are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
12. Provides operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
13. Undertakes any other duties as directed by management within Highway Operations and Street Scene Division to ensure compliance with contractual obligations.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

To be on standby /call out for Winter Service Provision and civil emergency response.

Provide support as required in the day-to-day supervision of Richmond’s depot arrangements, including the assessment of Health and Safety, preparation and implementation of improvement programmes.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Extensive knowledge of footway and carriageway construction and highway maintenance activities to relevant standards and specifications | I |
| Extensive knowledge of the variety of materials used on the Highway infrastructure | I |
| Extensive knowledge and understanding of Health and Safety Legislation and requirements in connection with works on the highway | I |
| Extensive knowledge and understanding of the New Roads and Streetworks Act and where it applies to the role of the section. | I |
| **Experience** | |
| Experience of managing, motivating and developing staff to achieve high and effective standards of service | I |
| Experience of successfully managing change when necessary | I |
| Experience of appropriately managing budgets and allocating staff resources | I |
| Experience in managing and/or assisting with daytime and out of hour’s emergency situations and winter maintenance procedures | I |
| **Skills** | |
| Effective oral, written and presentation skills to provide clear and concise communications and reports in a variety of internal and external contexts | I/T |
| Managing staff and physical resources such as items of equipment/materials | I |
| Significant experience of using standard IT packages to an advanced level as required for the role. This may include report writing (Word), presentations (PowerPoint) and manipulating statistical data (Excel) | I/T |
| Ability to provide advice and guidance to both staff and clients in relation to highways works | I |
| **Qualifications** | |
| NRSWA (Supervisory level). | C |
| Health and Safety qualifications. | C |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**