

DARLINGTON BOROUGH COUNCIL

SERVICES GROUP

JOB DESCRIPTION

<u>POST TITLE:</u>	ASSISTANT DIRECTOR - Highways and Capital Projects
<u>PAY BAND:</u>	AD 1 - JNC for Chief Officers
<u>REPORTING RELATIONSHIP:</u>	Group Director of Services
<u>JOB PURPOSE:</u>	The Assistant Director is responsible for the effective leadership of Highway and Transport functions and the delivery of Strategic Capital Projects contributing to outcomes for Darlington as a Place.
<u>POST NO.</u>	POS000772
<u>PDR COMPETENCY FRAMEWORK</u>	<i>Level 3 Senior Manager Competencies</i>

MAIN DUTIES/RESPONSIBILITIES

Management Responsibilities

1. To assume direct day-to-day management responsibility for the service areas:
 - (a) Highway Asset Management including management of the Civil Engineering team
 - (b) Highway Network Management including Transport Planning and Sustainable transport.
 - (c) Strategic & Corporate Capital Projects, including Project Management, Funding & Investment, and Building Design Services.
2. To be responsible for the Flood & Water Management Act duties through a partnership with Stockton on Tees Borough Council.
3. To ensure effective and successful partnership with Tees Valley Combined Authority and ensure opportunities from the Strategic Transport Plan are secured and delivered.
4. To exercise budgetary control and financial management of all expenditure and income within the service areas and ensure that operating costs are efficient.
5. Ensure that all services operate within statutory and regulatory requirements.
6. To provide leadership to the Managers for whom you have line management responsibility, directing activities and monitoring progress against agreed

objectives.

7. To support the Director in ensuring that the Service Group has a strong focus upon and is effective in achieving good overall outcomes for Darlington as a Place, prioritising and reviewing delivery against robust evidenced based performance measures, implementing corrective action when and where necessary.
8. Ensure that the Group's Service Plans correspond to priority outcomes for Darlington as a Place, with procedures in operation to review and update objectives and performance measures.
9. Advise the Council and its committees on policy development, on budgetary provision and on strategies for achieving best value for money.
10. To maximise the delivery of services within the resources available, minimising wasteful processes and supporting the implementation of commissioning and procurement models that deliver the best value for money.
11. Ensure that there is strong engagement with citizens, businesses and partner organisations on all aspects of work within your Service areas.
12. To promote the effective management and development of all Council staff and ensure that staff are appropriately empowered, trained and developed
13. To promote the reputation of the Council with external partners and stakeholders, engaging in sub-regional, regional and national groupings working on issues of relevance to Darlington
14. Ensure that the PDR process operates effectively within your service areas and that mid and end year reviews are completed and submitted to the Council's timescales.
15. To manage your area in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
16. To behave according to the Employees' Code of Conduct and ensure that employees in your area are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Ensure that the Council's Equality agenda is implemented effectively and carry out your duties as a senior manager and employee in line with these.
18. Take overall responsibility for health and safety matters within your service areas by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
19. Take overall responsibility for developing and implementing action plans across the service area to achieve the Council's Climate Change Strategy

Service Group and Corporate Responsibilities

20. To be an active member of the senior leadership team within the Services Group Directorate and a member of the Council's Chief Officers Board (COB) to achieve integrated working between areas of work, including the efficient use of Resources.
21. Contribute to the corporate management of the Council by helping the Group Director of Services to:
 - (a) develop and revise policy
 - (b) measure performance and efficiency
 - (c) monitor progress towards achieving objectives and targets; and
 - (d) ensure high standards of delivery
22. To contribute to planning for civil contingencies and supervise operations when contingencies occur.
23. Contribute to the Council's corporate planning and annual budget process.
24. Assume full responsibility for your duties and functions of the service area in the absence of the Director.
25. Ensure delivery of the Council's vision, goals and core values, providing a clear sense of direction, optimism and purpose.
26. Work with Elected members to develop and implement the Council's strategic direction and priorities.
27. To work with elected members and others on maintaining strong external relations in the best interests of Darlington, to include engaging with government departments, the Combined Authority and Mayor, other local authorities, external organisations and media

Other Responsibilities

28. Responsibility for managing and delivering projects for the Council that extend beyond the boundaries of the Group.
29. Any other duties consistent with the role and as directed by the Managing Director that may be required from time to time.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed.

This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, an Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or

a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: May 2021

DARLINGTON BOROUGH COUNCIL**ASSISTANT DIRECTOR
HIGHWAYS AND CAPITAL PROJECTS****SERVICES GROUP****POST NO. POS000772**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1.	Recognised professional or management qualification, and/or degree or equivalent	E	
2.	Demonstrable commitment to continuous professional development		D
	Experience & Knowledge		
3.	Track record of achievement in leading major regeneration and development projects and programmes	E	
4.	Experience at a senior level within a comparable, complex organisation within the context of this role	E	
5.	Experience of managing complex budgets and other resources	E	
6.	Experience of high-level strategic planning and the delivery of high quality services to meet local needs	E	
7.	Understanding of and demonstrable commitment to partnership working and the democratic process	E	
8.	Experience of managing significant organisation change and improvement programmes		D
9.	Experience of working in a commercial and public environment and ideally at working across the interface		D
	Skills		
10.	Ability to provide inspirational leadership and to engage others in the achievement of the Council's objectives	E	
11.	Ability to motivate and develop others through personal commitment, persuasion and empowerment	E	
12.	Understanding of the importance and application of health and safety legislation	E	
13.	Ability to encourage innovation and new approaches whilst managing risk	E	
14.	Ability to develop long term solutions and maintain a pragmatic approach	E	
15.	Ability to anticipate, interpret and develop responses to national, international and local imperatives, ensuring the capacity of the Council to lead rather than react to events	E	
16.	Ability to identify the key matters that will affect the Council and the town in the future and develop strategies to meet them	E	
17.	Highly developed networking and advocacy skills and the ability to apply these to a wide range of audiences		
18.	Ability to be an enthusiastic and effective ambassador for the Council, its stakeholders and partners		
19.	Ability to build and develop strong team relationships and corporate working throughout the Council	E	
20.	Ability to forge effective relationships and partnerships within and between different agencies, and private and voluntary sector organisations	E	

21.	Ability to build and sustain appropriate external relationships whilst remaining engaged with the whole organisation	E	
22.	Understanding of and commitment to equal opportunities in service planning and delivery, and in employment	E	
23.	Commitment to and understanding of the democratic and political processes of local government	E	
24.	Ability to gain the trust and confidence of, and work effectively with, all elected members	E	
25.	Ability to demonstrate political sensitivity and awareness	E	
Personal Attributes			
26.	High level communication skills	E	
27.	Negotiation and advocacy skills	E	
28.	Personal resilience and the ability to work under pressure	E	
29.	High degree of probity and integrity	E	
Special Requirements			
30.	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
31.	Capable of independent travel to carry out the requirements of the post	E	
32.	Satisfactory Standard CRB Disclosure	E	
33.	Flexibility to work unsocial hours as required	E	