

OLDHAM COUNCIL

JOB DESCRIPTION



Job Title:	Strategic Transportation Team Leader		
Directorate:	Place and Economic Growth	Division/Section:	Economy / Planning
Grade:	SM3	JE Reference:	3556

Job Purpose:

To be responsible for the effective leadership and management of the Strategic Transportation Team

To provide technical input and advice in support of the Council's Transport Policy

To define and oversee the Highways Capital programme to ensure its delivery supports the aims of the GM Transport Strategy 2040 and Oldham's Transport Strategy, creating an active, safe and clean transport network where walking, cycling and public transport are the most attractive choices for local travel.

To contribute to the overall management of the Planning Service, and support and advise colleagues across the Place and Economic Growth executive directorate on strategic transportation matters.

General Responsibilities:

Contribute to the strategic direction of the service, find practical solutions and lead on the delivery of the service objectives

Define the prioritisation of long-term transport interventions to support the GM 2040 Transport Strategy and Oldham Transport Strategy through the business planning processes and make the case for multi-million pound investments.

To be responsible for the service plans of the service(s), regularly evaluating progress and taking appropriate actions. Responsible for relevant KPI and local service standards.

To be responsible for implementing corporate initiatives and ensure they are embedded in the service(s)

To be responsible for authorising spend from team budgets and assisting with the budget setting process. Monitor the budgets and advise senior management of budget issues and demonstrate value for money service delivery.

To be responsible for good employee relations within the service(s), including effective consultation, negotiation and conflict resolution.

To ensure the effective deployment of the workforce within the service and foster a high performance culture with continuous service improvement.

To ensure effective working relationships with other service managers across the directorate and

the Council to deliver our corporate objectives.

To contribute to the overall management of the Division.

Key Tasks:

1. To lead, motivate and manage all permanent and temporary staff in the Team, including, but not specifically limited to: appointment; appraisal; training and development; coaching; discipline; and customer care.
2. To procure goods and services and manage works in accordance with the Council's Constitution, Council policies and any relevant legislation.
3. To prepare reports for and attend: Council Committee meetings; Public Local Inquiries; Tribunals; Officer Group meetings; and meetings of other bodies and agencies as and when required
4. To deputise for the Head of Planning as and when required.
5. To take responsibility for self-development and continuing professional development in a relevant technical / professional field.
6. To ensure compliance with health and safety rules, regulations and legislation both on an individual and collective basis and to manage operational risks effectively and proactively.
7. To lead on the planning, programming and monitoring of the Council's Transport Strategy which includes policy development, feasibility and development of options in relation to active travel, public transport freight, motorcycling and taxis.
8. To be responsible for the development and commissioning of the Council's capital programme to deliver the strategic priorities.
9. To be responsible for the Council's input into the wider AGMA, Combined Authority and TfGM Local Transport Plan Strategic Vision (2040) and associated delivery plans.
10. To be responsible for proactively undertaking extensive and wide-ranging consultation, including presentation at public meetings.
11. To carry out, commission and manage projects in support of policy development and implementation including management of consultants undertaking work when necessary.
12. To liaise with other departments of the Council, external bodies and agencies on planning and other related applications.
13. To be responsible for budget management of specific programmes and projects and identify financial resources to support the work of the Team.
14. To deal with service requests from key stakeholders and external agencies and respond to requests for information.
15. To help ensure the Council undertakes its statutory functions as a highways authority and gives effective support to regeneration activity by advising those services on strategic transportation.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts:

Officers of the Planning Service and other departments of the Council.
Representatives of various outside bodies and agencies.
Elected representatives
Members of the public
Developers and agents

Relationship To Other Posts In The Department:

Responsible to: Head of Planning

Responsible for: All staff allocated to the service on a temporary or permanent basis

Special Conditions:

This is a politically restricted post

Values and Behaviours:

We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:

- **Fairness** - We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
- **Openness** - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
- **Responsibility** - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
- **Working together** - We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.

- **Accountability** - We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
- **Respect** - We recognise and welcome different views and treat each other with dignity and respect.
- **Democracy** - We believe and act within the principles of democracy and promote these across the borough.

Internally we've translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.

- Work with a Resident Focus
- Support Local Leaders
- Committed to the Borough
- Take Ownership and Drive Change
- Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages.

	DATE	NAME	POST TITLE
Prepared	18/08/2022	Peter Richards	Head of Planning
Reviewed	18/08/2022	Paul Clifford	Director of Economy
Reviewed			

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PERSON SPECIFICATION



Job Title: Strategic Transportation Team Leader

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	Qualification as a Chartered Engineer or similar professional qualification. A commitment to maintaining a high level of professional competence through continuing professional development.	Management Qualification	
Experience	Experience at a senior level in relation to transportation related activities in a large organisation. Experience of developing evidence-based transport policy and best practice to deliver strategic objectives Experience of translating transport strategy into a deliverable portfolio of improvement activity Experience of working to produce reports and information against tight deadlines. Experience of using computer software packages for word processing, spreadsheets, handling data, managing information and computer mapping. Experience of organising and delivering presentations to a variety of audiences, including Elected Members.	Experience of change management, e.g. supporting staff through a period of change or implementing new systems and ways of working	
Skills & Abilities	Ability to work within the context of multi-disciplinary teams, providing highway and transportation input, for the purposes of preparing planning briefs and the development of regeneration projects. Ability to manage a large and complex workload so as to ensure that agreed targets and deadlines are met.	Able to use new technologies in improving services, and modernising working processes	

	Ability to communicate effectively both orally and in writing. Ability to manage time and organise/prioritise workload. Ability to work effectively as a member of a team and with colleagues in other departments at different levels of seniority. Ability to develop good working relationships with a wide range of organisations and individuals.		
Knowledge	Knowledge of key national policy drivers, Legislation and broader influences related to the role Understanding of the structure and processes of local government and a commitment to equal opportunities and health and safety policies. Excellent knowledge of emerging best practices in transport, traffic, public realm and urban design. Sound understanding of transport appraisal and analytical techniques. An understanding of the importance transport policy and planning plays in Planning, unlocking growth and enabling the delivery of sustainable developments	A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area Knowledge of project management techniques and their application in a business context	
Work Circumstances	Able to work flexibly to meet the demands of the service (including evening and weekend as necessary) To be able to travel in order to attend meetings and make site visits.		

Abbreviations: AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria will be guaranteed an interview. Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, and those whose last long term substantive employer was the Armed Forces