

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Highways	Post:	Senior Supervisor
Section :	Operations	Grade:	10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 The Authority operates a Smoke Free policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC.	E	I
2 Attendance at evening meetings and other out of hours working as required, including some weekends.	E	AF/I
3 Prepared to undertake a certain amount of travelling in the execution of his/her duties.	E	I
4 Hold a full current driving licence.	E	AF/I
(b) Qualifications and Experience		
5 Experience of assisting to manage an operational team in relation to delivering highways reactive services including drainage, Reactive repairs and winter maintenance	E	AF/I
6 HNC/NVQ in construction/Civil Engineering or equivalent	D	AF
7 Awareness of highways issues and relevant legislation affecting service provision.	E	AF/I
8 Experience of supervising staff, including experience of dealing with day to day management issues relating workloads and performance of staff.	E	AF/I
9 Experience of developing service initiatives, including assisting with policy development.	E	AF/I
10 Deputise for the Highway Operations Manager to cover periods of absence	E	I
11 Experience of managing supply chain and sub-contractors	E	I
12 Experience of carrying out safety audits and ensuring H&S & CDM compliance on the delivery of highway maintenance capital and revenue works	E	I
13 Experience in the provision of financial information to allow the budget monitoring of highway revenue and capital works	E	AF/I

(c) Skills and Knowledge		
14	Ability to deliver training and briefing session in relation to both government and council initiatives.	E I
15	Ability to prepare and present clear and understandable reports.	E I
16	Ability to work as a member of a team and to develop team working with other sections/departments and agencies.	E AF/I
17	Ability to set, monitor and review the objectives/performance of a team.	E I
18	Effective interpersonal and communication skills.	E AF/I
19	Experience of delivering and monitoring service initiatives and the ability to reassess priorities in line with the changing nature of the service.	E I
20	Able to represent Rochdale Borough Council in a professional manner to residents and businesses across the borough	E AF/I
21	Flexibility of working overtime or shift patterns to meet business requirements	E AF/I
(d) Behaviours and Values		
1	Approach the job at all times using the values set out in the Rochdale Way: ☐ Valuing our people ☐ Focusing on customers ☐ Acting with integrity ☐ Using time and money wisely ☐ Working together ☐ Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E AF/I