

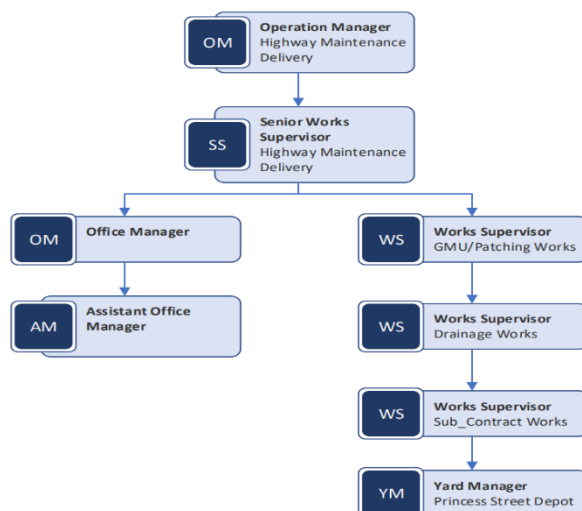
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE	:	Highways
SECTION	:	Operations
LOCATION	:	Princess Street, Rochdale
JOB TITLE	:	Senior Supervisor
Grade	:	Grade 10
Accountable to	:	Operations Manager
Accountable for	:	Yard Manager, Ops Supervisors and Agents
Hours of Duty	:	37 flexible working hours in accordance with the needs of the service
Any Special Conditions of Service		Some evening/weekend/statutory holiday working and attendance at evening meetings may be required which will be compensated for in accordance with local conditions of service.

The Council operates a
No Smoking Policy for all
its employees

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- To be responsible to the operations manager and assist with the operational management of the in-house reactive and planned highway maintenance delivery. Providing leadership, direction and line management of the team, ensuring timely setting of objectives, performance management reviews and development of appropriate succession and development plans.
- To be responsible for ensuring that all operational highways tasks are carried out within the current legal framework, codes of practice and specified service standards.
- To assist with management of resources to ensure maximum efficiency and that appropriate resources are allocated for all aspects of highways work.
- Management of Premises, Stores, Plant & Materials located at council owned facilities across the borough
- Work collaboratively with colleagues within Highways and from other service areas within the Council
- Liaise with Elected Members, Clients, Stakeholders, and the public on the delivery of revenue and capital works as and when required

Control of Resources

Personnel

The post holder will be responsible for the direction, management and control of employees employed within the highways operations team

Financial

To assist with the management of the overall budget of the service areas of responsibility as listed above ensuring the effective and efficient use of all resources and funding in the delivery of the required services.

Equipment/Materials

To be responsible for the efficient and effective use of equipment and materials used by the post holder and his/her team.

Health/Safety/Welfare

Responsibility for the Health, Safety and Welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Highways Operations Manager
Senior Managers, Head of Capital Projects and Highways and Assistant Director (Place)
Staff in other services within the Council.
Elected Members of the Authority
Portfolio Holder
Staff in partnership organisations

External

Staff in external organisations providing property & highways services to RMBC
Employees within other local authorities, public bodies and

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Must be able and willing to render regular and efficient service to undertake the duties of the post.
- (iv) Develop and work within a performance management framework.

Principal Duties

- Assisting with leading and managing a diverse and mobile workforce (including contingency and sub-contracted staff).
- Leading and managing a service in line with defined frameworks for performance management, in line with a departmental/service plan. This will include the effective management of Health and Safety and risk.
- Be an effective communicator
- Improve service delivery outcomes and performance by working with internal colleagues and supply chain to identify issues and develop and implement appropriate solutions.
- Manage any changes and the impact of rescheduled works, ensuring risks and dependencies are understood, managed and communicated to all relevant stakeholders.
- Build the team to achieve growth.
- Drive performance and build a strong culture in Health, Safety, Quality and the Environment
- Liaise with Asset Management and Highway Maintenance (Client) and the Bridges and Capital Programme Teams to ensure efficient delivery and minimise disruption of capital and revenue works.
- Develop, implement, monitor and review operational, health, safety and quality practice and process
- Develop, implement, monitor and review key performance indicators to ensure service delivery is to the highest standards.
- Site visits and liaison with highway teams to determine scope of works
- Provide routine and timely programme and updates to scheduled work
- Communication with residents and members of the highway team throughout the works delivery
- Management of Labour, plant and material resources
- Management of effective resources to meet the workload demand, ensuring that resources are utilised in line with the programme of works
- Support the development of existing highways supervisors to help to achieve targets in operational output

Secondary Duties

- To assist in the recruitment and selection of employees in accordance with the Council's Fair Recruitment and Selection Procedure.
- Identify and support the training and development of employees.
- To assist and support the Operations Manager in the delivery of the service as required.
- Attend Township groups as required.
- To work collaboratively with members of the team to deliver identified Township Borough-wide priorities.
- To deputise for the Operations Manager as required.
- To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- To undertake such other duties and responsibilities as may reasonably be determined by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Chris Cooper</u>	Date	<u>23/07/2026</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Chief Officer	<u></u>	Date	<u></u>