

## Team Leader – Section 38/Minor 278 Highways Agreements - Tier 4b

<b>Directorate:</b> <b>Service area:</b>	Communities Planning Delivery
<b>Accountable to:</b>	Tier 4A Delivery Lead – Planning & Highways Development Management
<b>Accountable for:</b>	6 FTE
<b>Politically restricted post</b>	No
<b>Delivery teams:</b>	Planning & Highways Development Management
<b>Grade</b>	Q

### Context

Planning Delivery facilitates sustainable development across Warwickshire through regulatory and statutory activities

The service acts as the Highway Authority carrying out the day-to-day operations which includes providing statutory highway advice, pre-application advice, new road adoptions and highway inspections.

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

### Specific role assignment

<b>Delivery responsibilities</b>	<ul style="list-style-type: none"><li>• Day to day management of the team working on Section 38 Agreements and other Highway Works, including technical approvals, inspections and all technical and administrative work required for completing the legal agreements, providing advice/support and direction.</li><li>• Dealing with developers, members of the public, Members, MP's, and agencies in relation to queries about highways works and adoption.</li><li>• Project manage need for site inspections and provide direction for the site engineers undertaking on site inspection of the works on the highway, to ensure they are to the technically approved specification and standard.</li><li>• Assist the Delivery Lead – Planning &amp; Development Management in ensuring that the technical approval fees,</li></ul>
----------------------------------	--

## Team Leader – Section 38/Minor 278 Highways Agreements - Tier 4b

	<p>inspections fees, bonds and commuted sums are collected and drawn down in a timely way.</p> <ul style="list-style-type: none"> <li>• Take a lead on innovation and transformation on the procedures and processes of the team, to ensure robustness and consistency.</li> <li>• Ensure that health and safety responsibilities are carried out in accordance with both statutory and corporate Health and Safety policies and procedures.</li> <li>• Due to the nature of the role the ability to travel effectively throughout Warwickshire is essential.</li> </ul>
<b>Key business measures</b>	<ul style="list-style-type: none"> <li>• Responding to customer queries, enquires and complaints to Warwickshire service standards.</li> </ul>
<b>Statutory responsibilities</b> <i>(if applicable)</i>	Highways Act 1980
<b>Specific experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing teams</li> <li>• Experience in complaint and dispute resolution.</li> <li>• High level of people skills including experience of liaising with developers and agents as well as non-professional groups and individuals.</li> <li>• Knowledge and experience of Health and Safety and CDM Regulations.</li> <li>• Significant experience and knowledge of Highways Act 1980 and highway law.</li> <li>• Extensive knowledge and experience of national highway standards and guidance and highway legislation.</li> <li>• Knowledge and experience of dealing with legal issues related to the highway.</li> <li>• Experience in highway construction and maintenance, including drainage.</li> <li>• Knowledge of the planning process as it affects the delivery of improvements to highways and transport infrastructure.</li> <li>• Experience of dealing and negotiating with developers/consultants.</li> </ul>
<b>Specific qualifications/and registration</b>	Registered member of engineering or highway professional body, such as C.Eng or I.Eng
<b>Budget responsibility</b>	
<b>FTE responsibility (line management)</b>	6 FTE
<b>Key stakeholder relationships</b>	<p>Service Manager, Planning Delivery.  Assistant Director, Environmental Services.  Strategic Director, Communities.  Other Planning Delivery Lead's.</p>

## Team Leader – Section 38/Minor 278 Highways Agreements - Tier 4b

	<p>County Council Members, together with those at Parish, District and Borough Councils.</p> <p>District and Borough Planning Authorities.</p> <p>Parish Council's</p> <p>Developers and applicants.</p> <p>Developers contractors</p> <p>Other WCC Delivery teams, including County Highways, Engineering Design Services, Enabling Services, Governance &amp; Policy.</p> <p>Strategy and Commissioning teams including Transport Planning and Traffic and Road Safety.</p> <p>Conveyancing solicitors.</p> <p>Water Companies, including Severn Trent Water and Thames Water.</p> <p>Environment Agency</p>
--	--

### Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> <li>• Deliver in year service plan (1 year)</li> <li>• Effective contract and supplier management</li> <li>• Meet budget, savings and income targets</li> </ul>

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> <li>• Statutory compliance</li> <li>• Professional practice</li> <li>• Procedure compliance</li> </ul>

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> <li>• Deliver operational performance objectives</li> <li>• Manage the workforce</li> <li>• Deliver continuous improvement plans</li> </ul>

- Meet the service key business measures for the service

## Team Leader – Section 38/Minor 278 Highways Agreements - Tier 4b

- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

### Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"><li>• Workforce development</li><li>• Workforce planning</li></ul>

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"><li>• Monitors the service performance framework</li><li>• Effective service design</li></ul>

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"><li>• Deals with performance issues</li><li>• Maintains business continuity</li><li>• Role model of how we work principles</li></ul>

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

## Team Leader – Section 38/Minor 278 Highways Agreements - Tier 4b

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



### Our Behaviours



**Strategy...** the direction we will take to achieve our outcomes

**Plan...** what we will do to achieve the strategy

**Commissioning...** the process of how we will plan, purchase and monitor our services

**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes

**Operational Commissioning...** the process for meeting need at an individual level or to a specific group

**Delivery...** providing services to our customers

