



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

Job Title:	Strategic Transport Manager		
Grade: Job Code:	G12 EEC28STRAG12	Service Area:	Highways & Transport
Reports to:	Group Manager – Transportation	Location:	Civic Centre / Black Country Transport Hub (Wolverhampton) / Transport for West Midlands
Special Conditions:	Political activities of the post holder are restricted under the Local Government and Housing Act 1989. Attendance at Committees and other public meetings, together with responding to operation workload may require occasional evening and weekend working.		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;

Embrace change and strive for improvement continuously;

Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;

Challenge the status quo, enable and empower, act with integrity.

Together, they will deliver services that the people of Walsall will be proud of.

1. Corporate duties and accountabilities:

The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

To lead and direct the Strategic Transport function within the Highways & Transport Service.

To take day-to-day responsibility for the successful development, delivery and management of: -

- Major Project Pipeline (highways, cycling, walking and, in conjunction with TfWM, rail, bus, rapid transit)
- Strategic and scheme-specific traffic modelling in support of the project pipeline
- Transportation Capital Programme
- Transport Strategy
- Ultra-Low Vehicle Emission Strategy
- Sustainable Transport Strategy / Local Cycling & Walking Infrastructure Plan (LCWIP)
- Walsall's input to the Black Country Transport Priorities
- Transport input to the Black Country Plan Review and Delivery

To provide leadership and to consult with the Group Manager – Transportation on the direction and development of the service to deliver excellence.

To be a member of and contribute to the Group Management Team and to deputise for and/or represent the Group Manager – Transportation as required.

To represent the Council at internal and external meetings, groups and partnerships, ensuring that the Council priorities and position is truly represented, including securing the resources required to deliver its strategic responsibilities and projects.

To represent Walsall Council's interests at national, regional and sub-regional levels, including joint working in the Black Country and the West Midlands.

To be a member of and contribute to the Black Country Transport Officers Core Group and the Black Country Transport Team.

To engage and influence Elected Members and senior officers at the highest levels as required to develop and foster agreement and support for Walsall's and the wider Black Country's aims, ambitions and priorities, seeking and securing their support as required.

To lead the development of policies and programmes that deliver Walsall's and the wider Black Country's transportation ambitions.

In conjunction with the Group manager – Transportation, to develop, maintain and facilitate delivery of a major scheme 'pipeline' and corridor programmes for Walsall which support the economic growth and regeneration objectives for the Borough.

To take responsibility for identifying and securing external funding opportunities for delivery of transport pipeline projects.

To take responsibility for the day-to-day management and administration of the Council's Integrated Transport Block / West Midlands Strategic Transport Plan budget and any other approved scheme or programme (development or delivery) funding.

To attend and provide the necessary data input to the Council's Transport Capital Programme Delivery Board.

To devise a transport strategy for the Borough that complements Black Country and metropolitan-wide policies and strategies.

3. Role specific duties and accountabilities:

Management and Strategic

To manage, monitor and advance the performance of the Strategic Transport Team within given resources.

To lead and motivate their staff, generating an inclusive, open and mutually trusting environment where people feel valued and moved to ensuring the Council's services are delivered as effectively as possible.

In conjunction with the Group Manager, be responsible for the policy development and deployment of staff under their control.

To provide strategic implementation of Government transportation policies and relevant legislation.

To assist in the preparation of procurement and contract documents and implement management and control mechanisms to ensure available resources are used as efficiently as possible.

To manage, supervise and coordinate external contractors and consultants engaged on behalf of the service area or associated functions.

To be responsible for the creation and updating of web information connected with the services activities.

To explore and develop opportunities for shared service delivery.

To prepare and present where required Committee, Cabinet and external organisation reports associated with the delivery of Service functions.

Transport Capital Programme

To have day-to-day responsibility for the Council's Transport Capital Programme; its effective co-ordination, monitoring and on-going review, and the preparation of the required transport schemes for consideration and approval by the Council.

To service and maintain the Council's Transport Capital Programme Delivery Board, ensuring that Board members are equipped with the necessary accurate and up-to-date information on which to base their decision-making.

To take responsibility for the active and accurate management of all delegated budgets ensuring that the appropriate systems, processes and financial procedures are utilised and complied with to ensure that expenditure is within spending limits and timeframes, or remedial action is taken. This will involve managing considerable budgets; monitoring and controlling spend and income; and ensuring compliance with finance and contract rules.

To ensure that effective project and programme management techniques are applied to all projects and programmes under the post holder's control, ensuring that projects and programmes progress or that problem areas are reported on within appropriate timeframes so that they successfully achieve their aims, objectives, outcomes and outputs.

Taking responsibility for establishing and servicing the appropriate contract and budget management processes, establishing appropriate groups, reporting on issues, suggesting solutions and implementing approved remedial measures as required to ensure success.

Transport Strategy

To take responsibility for preparing, consulting on and then finalising and publishing a Walsall Transport Strategy that clearly sets out the Council's direction and long-term ambitions for its transport networks. And ensuring that this complements Black Country and metropolitan-wide policies and strategies.

To implement the Walsall Transport Strategy Action Plan that will deliver the ambitions and commitments held within the Walsall Transport Strategy.

To take responsibility for the following strategies in support of the Walsall Transport Strategy: -

- Ultra-Low Vehicle Emission Strategy
- Sustainable Transport Strategy / Local Cycling & Walking Infrastructure Plan (LCWIP)

To be responsible for Walsall's input to the Black Country Transport Priorities.

To ensure that the transport input to the Black Country Plan is consistent with the Walsall Transport Strategy.

Regional Working

Working with internal and external partners, ensures that service arrangements are designed and delivered to the maximum benefit of the Council.

Promoting and seeking opportunities for effective collaborative working and taking an active part within the West Midlands Combined Authority / Transport for West Midlands / West Midlands Rail Executive working environments.

To work closely with partners including: West Midlands Combined Authority, Transport for West Midlands, West Midlands Rail Executive, Midlands Connect, Midlands Engine, Network Rail, Highways England, Black Country Consortium, Black Country Local Enterprise Partnership, Black Country Transport Team, Canal and River Trust, Sustrans, other local authorities, transport operators and other local, regional and national stakeholders in the development / delivery of transport projects and programmes.

Project Pipeline

To develop major transport schemes (over £5 million in value), ensuring that they are a strategic fit, meet all eligibility requirements, fulfil the approving bodies requirements and are technically sound and demonstrate value for money Economic Development outcomes, that are likely to result in success.

To develop minor transport schemes (up to £5 million in value) and initiatives ensuring that they meet the priorities as set out within our strategy, meet the awarding bodies' requirements and successfully deliver outcomes and value for money.

In conjunction with the Group manager – Transport, to take responsibility for the timely submission of all developed major and minor transport scheme submissions to the appropriate bodies, steering them through the assessment and appraisal processes to reach a successful outcome.

In conjunction with the Group manager – Transport, to take responsibility for the subsequent delivery of all approved major and minor transport schemes including.

Horizon Scanning

To be responsible for the strategic planning and direction of the services under their responsibility, designing and developing plans, procedures and service arrangements in consideration of the impacts on and risks to internal and external parties.

To support the development of a culture of continuous quality improvement within the services for which the jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies, standards and systems.

To ensure that output and quality of work is of the highest standard and accords where appropriate with current regulations / legislation/Council standards.

To promote / lead in the development and implementation of new ways of working and modernised service delivery.

Leading People

To facilitate and support all managers in the supervision of staff and operational workforce to provide an efficient and effective service to customers, maintaining high levels of discipline, moral and work standards.

To manage staff attendance in accordance with the Attendance Procedure and Procedures in order to improve staff attendance and cost efficiencies of the council.

Responsible for managing human resource in accordance with the Council's procedures and Human Resource & Development Team, including code of conduct for employees, disciplinary, grievance, leave arrangements, equal opportunities, work life balance.

To recruit, induct and develop new employees including temporary and agency workers in accordance with council procedures.

Provide leadership and a strong sense of direction and purpose within the team(s) for which the jobholder is accountable.

Manage the selection and deployment of people for whom the jobholder is responsible to maximise their contribution to corporate and team goals.

Ensure appropriate Health and Safety and Risk Management measures are in place and that compliance is monitored.

Managing Resources

To manage and control delegated budgets (cost centre management) in accordance with Financial Regulations, Standing Orders and Contract Procedure Rules. Accountable for delivering planned service outputs within the cash limited budget allocated.

Responsible for monitoring financial performance in conjunction with Finance team on a monthly basis.

Supporting the Head of Service in identifying saving and growth requirements through the process to contribute to the corporate budget setting processes.

Responsible for procuring works, ordering works, delivery of projects, informing members and seeking approval through Cabinet reporting processes and liaison with legal, finance and procurement departments.

Under the general direction of the Head of Service lead the service planning and performance review processes.

To attend and contribute to management team meetings, JNCC (specific issues), project groups, committees and working parties

To plan and manage the service to ensure business continuity is maintained.

To lead, develop and prepare appropriate Service Plans, Reports, Strategies, and Policies.

Managing Performance

Contribute to all corporate initiatives to promote services and provide continuous improvement

To ensure effective liaison and foster good working relationships with all current and potential internal and external service providers / users i.e. contact centre/public/elected members. Monitoring and management of all appropriate contracts and service level agreements.

Monitoring customer satisfaction and ensuring enquiries and complaints are dealt with in a polite, timely and effective manner through communication channels such as Customer Relations Management Systems and correspondence management systems, telephone enquiries, letters, e-mails and face to face communication.

To manage the performance of the service team(s) for which the jobholder is responsible, and to respond and deal with weak / poor performance. To develop appropriate performance indicators as required.

To provide training and development opportunities and support for staff to assist business continuity and succession management.

To operate in accordance with corporate performance management and staff development processes such as individual performance management / employee performance appraisals and the Management Competency Frameworks and associated initiatives.

The post holder is responsible for his / her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.

To promote the development of a confident learning culture within all service areas for which the jobholder is responsible, including the requirement that all staff have and achieve personal / professional development plans that are integrated with the Service Plan.

Managing Self

To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

General

The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The areas for which the jobholder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.

4. Key Stakeholders and reporting lines

Reports to: -

- Group Manager - Transportation
- Black Country Director of Transport (external)

Responsible over: -

- Strategic Transport Team
- Any delegated project teams or project officers
- Black Country Transport Team seconded staff, including graduates and apprentices

The post holder will have day-to-day responsibility for: -

- Transport Strategy and any relevant sub-strategies
- Transport Capital Programme
- Major Project Pipeline
- Input to the Black Country Transport Team, Black Country Transport Strategy / Programmes / Projects
- Input to West Midlands Transport Strategy / Programmes / Projects

The post holder will represent Walsall Council's interests at national, sub-national/regional and sub-regional levels, including joint working in the Black Country, West Midlands Metropolitan Area, West Midlands Region and Midlands.

Employee Specification

JOB TITLE Strategic Transport Manager	GRADE G12	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Highly effective networking and negotiation skills in working with and Influencing local and national transport agencies, government agencies, developers, land owners, consultants and interest groups.	A/I	2
The ability to work flexibly and corporately as a member of the Management Team for the Group/Service Area.	A/I	2
An awareness of contemporary issues facing local government	A/I	2
Excellent oral and written communication skills	A/I	3
The ability to drive forward a programme of change management	A/I	2
A demonstrable record of effective team supervision or management	A/I	3
Track record and ability to foster excellent working relationships within the Council and partners, demonstrating flexibility when needed	A/I	2

Skilled in managing performance from individual, team and service perspectives	A/I	3
A demonstrable commitment to continuous improvement	A/I	2
Able to demonstrate a commitment to consulting service users	A/I	3
A significant track record of consistent achievement	A/I	3
Able to demonstrate a commitment to diversity and equality in employment, access to and delivery of services	A/I	3
Must demonstrate the ability to prepare, manage and control budgets within the revenue and capital programmes	A/I	3
Must demonstrate the ability to develop, implement and manage contracts	A/I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Evidence of continuous professional development	A/I	3
A significant level of understanding of the transport agenda within the public sector, including: how it's structured and funded and how internally generated schemes are developed and approved.	A/I	3
Detailed and extensive understanding of how projects are developed and delivered that fulfils the requirements of the Government in granting successful scheme approvals (e.g. HMT Green Book Appraisals).	A/I	3
Significant post-qualification experience in a relevant field to also include supervisory or management responsibility.	A/I	3
Significant understanding of funding streams and their requirements relating to the transport and regeneration sectors.	A/I	3
Experience of at strategic level thinking and policy development, demonstrating an excellent knowledge and understanding of strategic transport and regeneration issues.	A/I	3
Significant experience at a senior level of participation in regional and sub-regional forums and working groups relating to transport / planning and regeneration issues.	A/I	3
Significant experience of working with members and officers at senior levels, particularly in the development and delivery of complex projects, together with approaches used to secure the required resources.	A/I	3
Experience of engaging and influencing high profile members from within the political environment.	A/I	3
Experience of engaging and influencing high profile officers in both the public and private sectors.	A/I	3
Experience of project and programme management	A/I	3
Understanding and experience of traffic modelling for transport schemes, including strategic models	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		

<ul style="list-style-type: none"> Postgraduate Diploma or Masters Degree in: Town Planning, Urban / Regional Studies, Transportation Planning, Civil Engineering or a related discipline OR equivalent experience demonstrated through significant experience of both people management AND managing multiple complex projects and programmes in a large multifunctional organisation. 	A	
<ul style="list-style-type: none"> Track record of and commitment to continuous personal and professional development 	A	
<ul style="list-style-type: none"> Membership of an appropriate Professional Body e.g. ICE, CIHT 	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Matt Crowton	Date: December 2020