Team Manager (Roads Support)

Council Offices, School Place, Kirkwall

At a glance:

Grade: K
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

The Team Manager will manage the Roads Support Team, which delivers a varied profile of services including all functions as Roads Authority, Road Maintenance, Car Park Management, Burial Ground Management, Access to the Countryside maintenance and Road Safety.

The Team Manager will be responsible for ensuring that all works are carried out in accordance with relevant Health, Safety and Welfare legislation as well as approved Council Policy.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Be the first point of contact and provide support and advice to the Director, Head of Service and Service Manager Roads and Grounds in all matters relating to the Council as Roads Authority.

Manage the development, implementation and review of the Roads Asset Management Plan, the Roads Management and Maintenance Plan, Winter Service Plan, associated Operational Plans and the development of Service Specifications and policies for approval.

Ensuring compliance by all members of the team of the requirements of the Council's Health and Safety Policy, the Service Safety Plan, and all other relevant legislation, and ensure the Roads Support team complies with the requirements of the Construction (Design and Management) Regulations 2015.

Ensure that all aspects of the Roads (Scotland) Act 1984 are administered by the Roads Support Team.

Manage and maintain the Council's car parks in accordance with Council policy and agreed procedures.

Lead the development, coordination, implementation, monitoring and review of policies, processes, procedures, grant applications of the Council's Electric Vehicle Infrastructure.

Represent the Service at meetings with other Council Services, consultants, contractors, Community Councils, commercial under takings, national organisations and the public. In doing so develop and maintain high standards of customer care in promoting the services provided by the Service.

Represent the Service in support of the Head of Service and the Director at Committee, Sub-Committee and Working Group meetings of the Council for all aspects of the Support Service.

As budget holder Monitor, amend and create profiles for expenditure within the Roads revenue budget, circa £4.5m and within the Roads Asset Replacement capital budget, circa £1m, ensuring budgets are not exceeded, and comply with the Council's financial regulations.

Provide the Service Manager Roads and Grounds and Head of Service with regular updates relating to the Council's Roads Revenue and Capital Asset Replacement Budgets and prepare Capital Project Appraisals for inclusion in the Committee Cycle.

Manage and maintain all the Council's Burial Grounds in accordance with the Burial Grounds Policy.

Manage the continued maintenance of the Council's core path network on behalf of Development and Marine Planning.

Encourage and implement all aspects of Road Safety in liaison with local and national partners through active participation on the Road Safety Forum.

Manage all employees within the Roads Support Team, including training of staff, annual staff reviews and staff development plans in line with corporate personnel policies and procedures.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Hold a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship OR Having a minimum of 5 years previous relevant experience.
Membership of CIHT or ICE or equivalent organisation relevant to the post.
Significant experience relevant to the post.
Ability to demonstrate a high level of understanding of Roads and the Councils functions as Roads Authority.
Experience of budget/financial management.
Experience in CDM regulations and health and safety legislation.
Experience in providing leadership, direction, and motivation of staff in the delivery of customer focused services.
CSCS Card, Site Supervisor or equivalent.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No