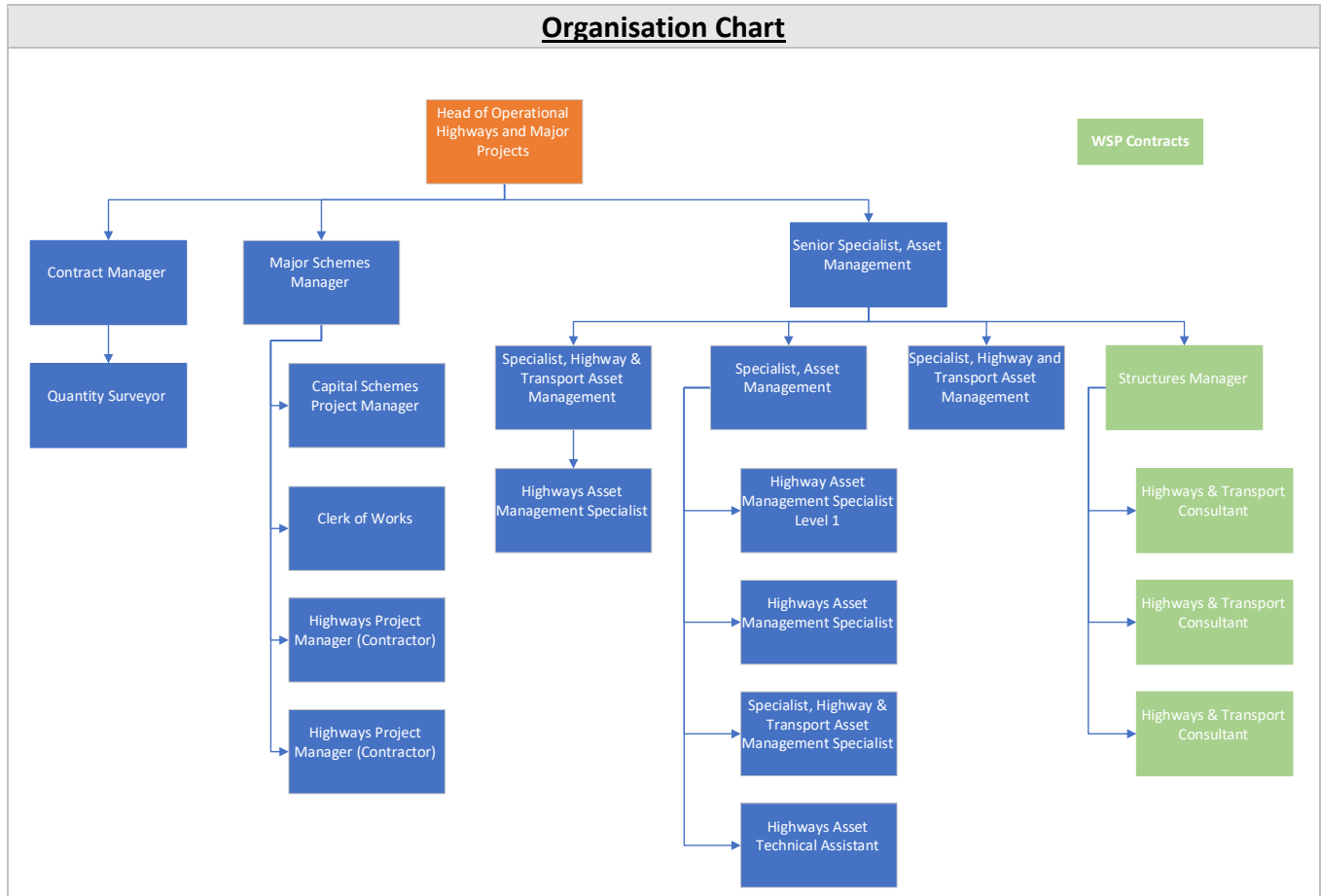
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference	
Job Title	Head of Operational Highways and Major Projects			
Service	Place & Growth	Team	Highways and Transport	
Location	Shute End/Smart Working			
Reports to	AD for Highways and Transport			
Responsible for	Assets, Operations and Major Projects			
Grade	Type of position:			Date
SM2				07/11/22
<u>Service Purpose</u>				
To lead the Assets, Operations and Major Projects teams. Ensure an efficient and robust service is provided for the council and its residents				
<u>Purpose of the role</u>				
To lead a specialist area ensuring the provision of a high quality professional service, holding professional accountability for the area of specialism and delivering the service mission statement To contribute to the leadership of the directorate and the organisation to deliver the Councils outcomes for its residents, customers and clients				
<u>Main Accountabilities</u>				
1	Working with the strategy and commissioning team, political members and partners to develop strategy and policy for their specialist area, aligned with corporate plans. Informing organisation-wide and service specific strategies and policies with relevant specialist input			
2	Acting as the Council's key advisor for the area of specialism, both internally with senior management team, and Executive and political members, and externally with customers, partners, other agencies and stakeholders; promoting the Council's work and its reputation			
3	Leading a team of professional specialists, who solve problems and manage difficult complex and contentious cases, and overseeing the management and resolution of the most complex cases			
4	Leading and contributing to major corporate and community projects which relate to the specialist area			
5	Setting and owning the rules, thresholds and scripting for the delivery of the specialism through case management, customer services and customer self-serve			
6	Share collective accountability for the Council's successes and its drive for continuous improvement			

7	Providing performance and quality control for all issues or cases and for the overall performance of the specialist area
8	Working in collaboration with managers across all areas of the council to monitor and manage overall performance, including service and financial planning to ensure the specialist service delivers and supports on the outcomes agreed in the Corporate Plan
9	Working with key internal and external stakeholders to ensure a responsive and proactive delivery of the service that delivers the Council's outcomes and meets customer needs
10	Provide functional leadership for the area of specialism and operational leadership of direct line reports, ensuring the provision of professional services that meet customer needs
Supervision Received	General guidance from the AD for Highways and Transport. The level of supervision will be providing guidance and updates on director and Chief exec priorities.
Supervision Given	General guidance to the asset, operations and major projects teams. This will consist of 2 FTE's reporting directly to the role with a team of 22 reporting into the role. The role will provide strategic and operational guidance to ensure the council vision is achieved.
Contacts & Working Relationships	Work with Parish council, members, developers and external stakeholders
Management of resources or budget	5-7m Revenue. Capital varies depending on project
Special Factors	Occasional evening meetings will be required

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Degree-level, equivalent relevant professional qualifications or expertise	Management qualification
	Membership of relevant professional body	Evidence of continuous personal and professional development
Technical Skills.	Essential	Desirable
	Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary	An understanding of large, complex and political organisations
	Excellent written and verbal communication skills with an ability to vary style to meet the needs of the audience	Ability to analyse management data and communicate to groups, including recommending appropriate action where necessary
Knowledge	Essential	Desirable
	Knowledge of leading complex and major projects to successful outcomes	Knowledge of effective partnership working and stakeholder management, to obtain desired outcomes for customers
	Significant knowledge of leading the development and delivery of policies and strategies	
Experience	Essential	Desirable
	Experience of successfully resolving highly complex cases relating to the specialist area that require a significant element of judgement	Experience of championing own ideas and obtaining commitment to allow them to be delivered

	Significant understanding of the political landscape, legislative frameworks, and regional and national drivers surrounding the area of specialism	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
Other	Essential	Desirable
Completed by:	Chris Easton	Date: