# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Head of Service Transport and Operational Services

# Department: Communities, Economy and Transport

# Grade: [Local Managerial Grade 5](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Assistant Director Transport and Operations

# Purpose of the Role:

Contribute to achievement of East Sussex County Council objectives and effective management of the Department by leading, directing and motivating teams responsible for integrated delivery, planning and monitoring across a range of technical specialism. Proactively encourage support for objectives of East Sussex County Council with internal and external customers.

# Key tasks:

1. Participate, as a member of the Senior Management Team and in other groups/teams; leading where appropriate, in the identification, development and implementation of national, regional and local strategies and plans, to provide sustainable delivery and improvement across our services.
2. Plan, monitor and control budget to maximise the efficient and effective use of all resources, including financial, physical and people, in order to ensure that all activities are completed to time, cost and quality targets.
3. Set and review performance objectives regularly and produce personal development plans to ensure that the team is clear on its objectives, and team members receive the feedback, support and guidance needed to optimise individual and team performance.
4. Represent East Sussex County Council in meetings with the public, the media and other external bodies to promote our vision and aims and to improve public and business awareness of best practice, and transport and environment impacts.
5. Direct the collection, collation, interpretation and management of economy, transport, environment and corporate data to assess compliance, impacts and improvements against statutory and non-statutory standards so as to target action where maximum service improvement can be achieved.
6. Select and assign account managers and team members to areas and accounts, and ensure specialist advice, guidance and operational support is provided to the County, Department and service area, in order to present efficient, technically competent, integrated advice.
7. Introduce novel approaches and best practice to partner organisations, operators and colleagues, and implement educational strategies and campaigns to improve processes and support sharing of knowledge, skills and expertise throughout the Department and East Sussex County Council.
8. Undertake all tasks, duties and responsibilities outlined in this job description, in accordance with departmental and County Council policies, practices, procedures and standards.
9. Undertake any other tasks commensurate with the grading of the post, as required.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Educated to degree level or demonstration of equivalent experience in relevant discipline

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Political awareness
2. Implementing/development of new service initiatives
3. Interagency/partnership working
4. Proven financial and budget management skills
5. Leadership, interpersonal, communication and presentational skills
6. Able to work strategically
7. Influencing skills
8. Performance management
9. Negotiation skills
10. Commercial awareness
11. Develops people
12. Ability to instigate and manage change
13. Sets and deliver high standards
14. Ability to deliver results through others
15. Building and sustaining relationships
16. Customer focus
17. Public representation
18. Knowledge of local authority services
19. Knowledge of the key issues facing Local Government.
20. Capacity to understand complex issues and information
21. Risk management
22. Experience of work in a large public or private sector organisation
23. Experience in strategic service planning
24. Experience of leading and managing change
25. Evidence of driving performance improvements
26. Delivering efficiencies
27. Experience of managing large multidisciplinary teams
28. Self motivated with the ability to enthuse and motivate others
29. Professional and confident manner
30. Ability to work under pressure and meet deadlines / make decisions
31. A commitment to continuous development and improvement, team-working and the high professional standards
32. A commitment to equal opportunities
33. A commitment to health, safety and welfare
34. Understands cabinet responsibility and corporate discipline

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Media experience
2. Appropriate management qualification or equivalent experience
3. Post graduate qualification
4. Knowledge of Local Government
5. Knowledge of policy development
6. Legislative knowledge
7. Knowledge/awareness of wider ESCC business
8. Experience of changing culture within organisations, for example embedding new ways of working
9. Experience of working in a political environment
10. Experience of process management

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |