# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Team Manager – Transport Development Control

# Department: Communities, Economy and Transport

# Grade: [Local Managerial Grade 3](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to:

# Responsible for:

# Purpose of the Role:

The County Council’s Transport Development Control team perform a number of core and statutory roles, namely;

* Seek to influence new development proposals with the provision of robust and timely advice on transport and highway matters. Input is provided through Local Plans, Neighbourhood Plans, planning applications and pre-application engagement.
* Ensuring that highway works and improvements, which are secured and delivered through new development proposals, are undertaken to the appropriate standard.
* Maintaining the Council’s highway land gazetteer and responding to searches requests and enquiries relating to it.
* Representing the County Council on the TRICS consortium.

The purpose of this role is to manage this integrated and high profile service, with the ultimate aim of seeking to ensure that new development is sustainable in transport terms and that it contributes to wider aims of improving sustainable travel choice across the county and working towards net zero carbon.

The role will require effective engagement with a range of stakeholders, most notably colleagues in other services, local planning authorities, applicants and developers and Councillors. The role will also engage with the likes of other Highway Authorities and National Highways to ensure that areas of best practice and the sound interpretation and application of new policy and guidance can be applied in the work of the team.

With assistance from the teams Assistant Team Managers and Lead Officers, the role is responsible for leading, directing and motivating members of the team. The role is also responsible for working alongside the Head of Service to ensure the team is appropriately resourced to perform its statutory duties, with consideration being given to how various factors may impact upon workloads and how the team plans for this. Budget management is a critical element of this role with a significant level of income being achieved through a variety of paid for services.

# Key tasks:

1. Responsible for the delivery of all services within the designated service area in accordance with the County Council’s and Department’s policies and procedures and statutory requirements, including the services provided in partnership and to other clients under contract.
2. Provide effective leadership and communication, through clear objectives, so that the team identifies with East Sussex County Council’s Promise and achieves agreed programmes of work.
3. Lead the planning and implementation of Service Plans, Departmental and County Plans to ensure the continued development of a high quality service.
4. Plan, monitor and control resources to maximise the efficient and effective use of finances and people in order to ensure the efficient and effective achievements of individual, team, partnership and departmental activities and objectives.
5. Achieve the annual performance targets for the designated service unit and manage performance within the context of the external inspection framework, performance indicators and agreed targets.
6. Service, develop and maintain existing partnership, and develop further partnerships, working both internally and externally.
7. Seek out and pursue sources of external funding to support and maintain the work of the Service, including both grant funding, donations and service clients, and maximise the use of volunteers
8. Manage internal and external communications, media relations and PR management, in conjunction with the Departmental Communications Officer and central communications team
9. Contribute to policy development at a local, regional and national level and represent the Service at a senior level on appropriate Regional and National Committees.
10. Provide effective leadership on health and safety matters by actively promoting health and safety awareness and ensuring the provision of safe working practises to ensure compliance with policy and standards.

# PERSON SPECIFICATION

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

* Ability to translate policy into workable solutions, devising and implementing new service initiatives and efficiencies.
* Political awareness.
* Partnership working skills.
* Public representation of the County Council as a whole.
* Ability to develop evidence base and use evidence to produce clear and precise arguments and reports using analytical skills to solve problems.
* Leadership skills and ability to motivate and develop teams and individuals.
* Coaching skills.
* Interpersonal and communication skills including negotiating and influencing skills.
* Ability to apply project and programme management practices to ensure effective service delivery
* Budget management skills.
* Ability to think strategically and laterally.
* Ability to understand complex issues and information.
* Ability to manage people and resources including planning and prioritising workloads for self and others.
* Ability to promote and market the Service and its services.
* Knowledge of business planning and performance management.
* A knowledge of the key issues facing Local Government.
* Knowledge of statutory framework for local authority.
* Expert level of professional, technical and legal knowledge and competence in a particular specialist field
* Aware of Health, Safety and Welfare and Risk management.
* Understanding of Data Protection and Freedom of Information.
* Experience of work in a large public or private sector organisation.
* Experience of leading and managing at a strategic level.
* Preparing, operating and monitoring business plans.
* Working with elected members.
* Planning, implementing and monitoring staff development.
* Experience of managing change and delivering solutions.
* Experience of town and country planning and transport development control
* Strongly self-motivated with the ability to enthuse and motivate others
* Results driven.
* A commitment to equal Opportunities and anti-discriminatory practice.
* Flexible, responsive and resilient.
* Current driving licence and access to a vehicle or able to demonstrate how travel requirements of role will be met

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

* Understanding of the political structure and functions of Local Government including an understanding of the decision-making processes.
* Understanding of highway legislation.
* Understanding of Data Protection, Freedom of Information and Copyright Acts.
* Experience in consulting on external partner policies, documents, plans, applications, funding bids and strategies

**Document version control:**

Date created/amended: January 2023

Name of person created/amended document: EH

Job Evaluation Reference: 12971

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