**Transport Maintenance Manager**

**Salary £36,922 - £39,880**

Welcome message from Julie Saxby

Transport Control Centre Manager

Thank you for your interest in this role.

Brighton & Hove is a great place to live, learn, work and visit. Our diverse and vibrant community is passionate about the city and there’s a shared commitment to celebrating and promoting all that makes Brighton & Hove so unique. We also welcome more than 11 million visitors to the city each year as a worldwide destination of choice.

Its success however, in common with all cities across the country, masks issues related to poverty, inequality and fairness. This is against a backdrop of ongoing reductions in local government funding, rising demand for our services, and the impact of COVID-19.

Working for Brighton & Hove City Council means you’ll be joining one of the largest employers in Sussex and an organisation that’s active in its community and developing its transformative journey so we can continue to do the best for the city. For us, a fairer city with a sustainable future is a:

* city to call home
* city working for all
* stronger city
* growing and learning city
* sustainable city
* healthy and caring city

The Transport and Highway Development Team is based within City Transport and the Economy, Environment and Culture directorate. The directorate works with city and regional partners to support low carbon economic growth and maintain an attractive, connected, and well-run city for residents, businesses and visitors. It’s leading the city’s programme of recovery from the Covid-19 pandemic and progress towards carbon neutrality by 2030.

Some of the key actions the Directorate is focusing on in 2021-2022 include:

* delivering the Climate Assembly and establishing a 2030 Carbon Neutral City plan
* working across the council and the city to establish a community wealth building programme and supporting the city’s transition to a circular and more equitable economy
* leading the City Covid-19 Recovery Programme
* developing a new Local Transport Plan for the City
* developing a new City Downland Estate Plan
* leading on the Greater Brighton City Region Covid-19 Economic Recovery Plan and Energy and Water Plans
* developing a deliverable business case for the roll out of full fibre and 5G
* developing a Waste, Recycling and Reuse Strategy for the city
* developing a new Sports Facilities Investment Plan
* progressing the city’s major regeneration and infrastructure projects
* delivering new council homes and affordable homes through the New Homes for Neighbourhood Programme and Homes for Brighton & Hove Joint Venture

In support, City Transport aims to deliver an accessible, safe and sustainable transport network by maintaining and improving highway infrastructure, managing movement on the network through regulation, and influencing people’s travel choices to reduce congestion, improve air quality and provide sustainable transport options.

**The role of the Transport Maintenance Manager**

The Transport Maintenance Team plays a vital role in meeting City Transport’s aims, working closely with parking and traffic management colleagues and stakeholders to ensure the parking assets and the councils car parks are maintained and controlled effectively. The team carry out first line and a programme of routine maintenance to protect the council’s expensive assets, to maximum life of equipment and ensure it continues to be fit for purpose.

As a Team manager you will have extensive knowledge of building management and maintenance. You will be responsible for identifying impacts and risks and responding appropriately with health and safety at the forefront of all your decision making. This is an exciting new role, where you will be planning and managing multimillion pound car park refurbishment projects whilst ensuring day- to-day, routine maintenance is carried out efficiently.

You will have strong leadership skills, leading an established team who predominately lone work on site throughout the city. You will be able to support and unite the team through a period of change both in terms of new management structure and an increase in the range of assets to be maintained. You will have strong collaboration skills and champion the team to ensure they continue to form a critical part of the evolving Transport Control Centre.

In return for your contribution and commitment, we offer a friendly and welcoming place to work, a range of training and development opportunities, and a competitive salary and benefits package. You’ll join a team of talented staff who all care deeply about the city they serve. Our offer to you is encapsulated in our People Promise which includes:

* We promise to support your wellbeing at work
* We promise that we will be a fair and inclusive place to work
* We promise you opportunities to do your best
* We promise to say “well done”, recognise and reward you for great work
* We promise you a good place to work so we can do the best for the city

Brighton & Hove is a diverse, cosmopolitan and vibrant city, with deep-rooted shared values of tolerance, compassion and respect and, as an employer, we want to see the diversity reflected in our workforce. Employing a rich mix of people from a range of different backgrounds with fresh ideas and different perspectives is key to us continually improving our services for the diverse communities we serve. We are committed to ensuring that our recruitment process is as inclusive as possible for everyone and this includes making reasonable adjustments for disabled people.

**Apply for this role if you are motivated to improve the health and wellbeing of the city and see it thrive, by working to develop a transport system that is sustainable, inclusive and easy to use.**

This role has been designated a politically restricted post. This means that political activity is restricted through the Local Government and Housing Act 1989 and prevents post holders from taking part in certain political activities outside of work.

**Job Description**

**JOB TITLE: Transport Maintenance Manager**

**REPORTS TO: Transport Control Centre Manager**

**DELIVERY UNIT: City Transport**

**TEAM: Transport Control Centre (Parking Services)**

**PURPOSE OF JOB**

To be responsible for the operational management and development of the Transport Maintenance Team. Be accountable for the councils parking asset maintenance service which supports both on-street assets and off-street car park assets.

Offering a service that works in collaboration with other teams to support the council’s parking asset maintenance service, developing the strategies and policies to deliver the wider City Transport objectives.

To lead and manage the development of the councils parking asset maintenance service for all parking assets including Car Park structures and equipment and on-street parking assets and equipment. Responsible for delivering lifecare and Health and Safety maintenance plans including responsive and preventative maintenance of parking assets.

To identify, procure and manage highly technical and complex works with contractors to support an effective, safe parking provision.

Inspire, motivate and involve the team to ensure that the service provided is highly rated by internal and external stakeholders and efficiently and effectively delivered to service users and customers, working to strict compliance regulations and legislation. This will include the development and constant improvement of effective and appropriate communication with staff, service users, partners and stakeholders.

**PRINCIPAL ACCOUNTABILITIES**

**Management Accountabilities**

To lead and manage all aspects of the councils work in respect of:

1. The maintenance of the council’s car parks and on-street parking assets. Including the maintenance and life care planning of car park structures, equipment therein and on-street parking assets. Demonstrating assertiveness, genuine enthusiasm and passion for the delivery of an effective, smart and efficient transport maintenance service. Ensuring that maintenance is effectively planned and delivered according to national and local plans, policies, priorities and legislation and in accordance with any national or local performance indicators or management standards.
2. To be responsible for delivering and leading the team who provide 7 day a week maintenance for a variety of car parks and on-street assets, ensuring the team are adaptable and skilled and able to make on the spot and under pressure decisions. Including supporting the public out of hours in the car parks.
3. Be accountable for operational delivery of high-quality, robust maintenance, by ensuring parking assets are compliant with regulations and legislation relating to the car park structures, health and safety systems, fire detection systems, car park equipment, car park communication systems, on street parking assets and on-street infrastructure. To evidence these in the production of high-quality maintenance and life care plans to support the Parking Services team. Provide accurate forecasting of maintenance to include all aspects of maintenance of parking assets and the effect of unexpected incidents through the various workstreams.
4. To use a variety of maintenance methods including preventive maintenance and life care planned maintenance along with reactive maintenance to maintain the council’s parking assets ensuring an appropriate and skilled response to maintenance are managed. To be responsible for maintenance of both off-street and on-street parking assets ensuring that maintenance plans are updated, and all maintenance is compliant with legislation.
5. Identify, procure and manage contracts, specialist services and service level agreements for the running of the service in line with Council policies, instructing contractors and ensuring they are appropriately qualified. Ensuring services needed to develop, maintain and monitor the city’s car park structures to ensure the safety of all those who use the car park and who reside in or visit adjoining buildings and structures are in place.
6. To be the council’s expert advisor on decisions that affect the maintenance of parking assets and life care plans of car parks structures, including planning for life care planned maintenance. Ensuring a deep understanding of the city, all network users and the knock-on effects of the council’s decisions to their objectives
7. Ensure policies, procedures and maintenance plans are compliant with both Health and Safety and auditing requirements and recommendations and technical survey recommendations. Be responsible for the safeguarding of the staff and contractors whilst working within a car park or on parking assets or equipment and the safeguarding of a high volume of sensitive data, ensuring staff, have only appropriate access to council systems and that data is only shared with other teams in the council as necessary.
8. To manage the Transport Maintenance Team whose working hours includes those outside of normal working hours, to inspire a strong, positive and united team spirit. To regularly communicate a clear and consistent vision in line with the wider objectives of the Council and the Parking Services Group. This would include communicating effectively with all team members demonstrating assertiveness, genuine enthusiasm and passion for the delivery of excellent, customer focused services.
9. Ensure that the skills, knowledge and experience of the team are relevant to the ongoing needs of the service by recruiting and training staff with the appropriate skills, qualifications and expertise. Including ensuring staff are appropriately trained, qualified and supported to make key decisions regarding maintenance of parking assets for current, new and emerging opportunities. Identify opportunities, developing and implementing new income streams and their subsequent delivery, whilst having health and safety at the forefront of any decisions
10. To be responsible for procuring and managing a fleet of vehicles used by the maintenance team, ensuring the vehicles are serviced, maintained and fit for use and they are used in accordance with council policies.
11. Prepare and deliver Team Plans that achieve the long-term objectives of both Parking Services and the wider Transport Department. Developing new parking and asset management initiatives and other strategies and policies for the service whilst ensuring that current objectives are achieved, performance is evaluated and that resources are planned to meet service needs.
12. To manage and monitor both income and revenue and capital expenditure budgets in accordance with financial regulations reporting any budget discrepancies to the Transport Control Centre Manager together with workable solutions. Ensuring that works are carefully planned to have minimal impact on parking income and on customers using the car parks and parking assets.
13. To support the Transport Control Centre Manger in leading on the implementation of cultural change and organisational development.
14. To deputise for the Transport Control Centre Manager and support the other team managers within the Transport Control Centre as required.

**General responsibilities**

To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:

• To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety

• To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice

• To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice

• To ensure that safe premises, equipment and working environments are maintained

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

This job description sets out the duties of the post at the present time.

 **Person Specification**

**JOB TITLE: Transport Maintenance Manager**

**DEAPARTMENT: CityTransport**

**TEAM: Transport Control Centre Team (Parking Services)**

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| **CRITERIA** | **ESSENTIAL CRITERIA** |
| **Job Related Knowledge, qualifications and Experience**  | * Qualified to Degree Level in a building services related discipline or equivalent professional experience with a lower qualification.
* Significant experience of managing staff in a maintenance or building related environment, delivering strategic services, prioritising workloads and practicing time management.
* Thorough and up-to-date knowledge of all Transport Operations services and detailed knowledge of maintenance principles and application of building services within new and existing civic, operational buildings.
* Experience of contract management, procurement and tendering of highly technical services.
* Excellent knowledge and experience of applying relevant legislative and health and safety requirements to ensure compliance by the maintenance team.
* Effective management and delivery of high profile, technically challenging, major maintenance projects
* Experience of leading on the preparation, monitoring and development of clear, accurate technically correct procedures and policies
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| **Skills and Abilities** | * Ability to interpret and apply building services regulations and legislation.
* Excellent negotiating skills, tact and diplomacy and the ability and knowledge to develop, manage and sustain contractor, stakeholder and business partner relationships.
* Excellent communication skills with evidence of ability to communicate well with people from all levels and diverse backgrounds including senior managers, the public, stakeholders, elected members and staff
* High level of financial awareness including the ability and knowledge to monitor and control significant budgets.
* Ability to manage an operational service outside of normal working hours.
* Demonstrate strong leadership qualities with the ability to constructively manage self and others.
* Experience of effective project management and delivery of high-profile and value projects.
* Experience of the preparation and presentation of clear and concise data for reports under tight deadlines.
* A knowledge and understanding of performance management procedures and an ability to apply this to the management and development of staff.
* Ability to demonstrate a capacity for creative and strategic thinking to generate new ideas and develop realistic and practical strategies and policies.
* Highly skilled at problem solving in a building services discipline.
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| **Equal Opportunities****Health & Safety** | * Embrace and implement the Council’s Equality Policy.
* To carry out all duties in accordance with the Council’s Equalities Policies.
* Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training.
* Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks.
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| **Other Requirements** | * Will be required at times work at weekends, or outside normal working hours.
* Will be required on occasion to work as a duty manager for the whole of the Transport Control Centre service
* Will be required to attend on-site meetings and inspections
* The postholder will be responsible for overseeing the security and operations of the Transport Control Centre and car parks,
* The postholder will be required to present a good image of the Council.
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**Transport Control Centre Structure**

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