

Job Title:	Assistant Director City Transport
Grade:	DG6
Responsible to:	Director of Investment, Climate Change and Planning
Responsible for:	City Transport service



Job Purpose

To lead Sheffield City Council's City Transport function, including our wider regional role with SYMCA and other partnerships including public and private sector.

Providing strategic direction and leadership to a committed team of transport professionals whose work spans a number of vital functions that support both the successful long term future of Sheffield and the day to day efficient management and resilience of the city. These include Highways Network Management, Transport Planning and Policy, Road Safety, Public Rights of Way, and Transport Projects / Programmes and the Clean Air Zone. The service also hosts the South Yorkshire Safer Roads Partnership.

Leading the development and delivery of complex and diverse Strategic Transport Programmes to deliver infrastructure and services that support citizens and businesses to choose sustainable transport options that support decarbonisation of transport system, improve health and wellbeing, and inequalities, and enable economic growth.

Duties and Responsibilities

Specific duties

Hold responsibility for development and delivery of transport strategy for the council, with a strong influencing role with our city and regional partners.

To direct, lead and manage the City Transport service, incorporating:

Highways Network Management

Road safety

Transport Programmes

Transport Project development and design

Strategic Transport Planning

Clean Air Programme (projects delivery)

To establish and develop meaningful working relationships with other Heads of Service, other Directorates and external agencies and customers, working corporately and cooperatively within the Council to ensure that the council's transport ambitions align with and support the delivery of the wider City Goals and positive economic, health and environmental outcomes for the city.

Working across services and widely with partners, the post holder will develop new infrastructure plans and projects to deliver the city's sustainable transport network and will seek new funding opportunities.

Improving the resources available for the delivery of transport programmes through funding bids, sponsorship, income generation and other means.

Leading the liaison, negotiation and influence on strategic transport matters with South Yorkshire Mayoral Combined Authority, Department for Transport, Network Rail, National Highways, Transport for the North and other key agencies, partnerships and organisations.

Directing and leading on the development and successful delivery of programmes, initiatives and project work. Communicating plans and progress across different levels to influence climate change across the organisation.

To carry out the duties of Traffic Manager for Sheffield City Council as required under Section 17 of the Traffic Management Act 2004

To be the Proper Officer of the Council under the Highways Act 1980:

Section 295 Officer responsible for issuing notices requiring removal of materials from non-maintainable streets in which works are due to take place

Section 321 Officer responsible for signing notices, consents, approvals, orders, demands, licences, certificates and other documents

Strategic and Corporate Responsibility

As a Senior Manager of SCC, work to promote positive cultural change and a 'One Council' approach, embodying and promoting the values of the Council.

Participate in and contribute to key projects on corporate areas of activity involving Council-wide/cross-Portfolio strategies, which promote innovation and creativity in the provision of Council Services, leveraging your specialist skills and making contributions where you can.

Be aware of and implement best practice in service delivery at all times. Ensure that all relevant statutory duties within the purview of this post and across the Council (where applicable) are effectively discharged. Ensure that services are delivered in a customer focused way. Proactively engage in and receive constructive peer challenge to improve and develop services.

This is a senior post and you will be required to be flexible and responsive to unexpected demands. You may be required to undertake any other related duties and responsibilities as they arise from time to time, commensurate with the level of the post.

Reputation Management

Promote, protect, enhance and develop the reputation of the Council and the services for which the post holder is responsible by delivering real voice and choice to customers. Establish, develop and maintain effective and cooperative communication, working relationships and arrangements with all internal and external stakeholders. Ensure effective and proactive

relationships with regional and governmental and professional bodies in the interests of Sheffield.

Optimise the potential of the service and to ensure that initiatives, strategies and policies are presented positively and ensure fair and equal access for our customers. Maintain consistently excellent standards throughout the services falling within the remit of the post.

Resource Management - Financial, Human, Physical

Be responsible for the effective management of all resources within a corporate context, ensuring that:

- Arrangements are put in place to ensure the service has a clear framework for ensuring compliance with the Council's Financial Regulations and Financial Policies.
- That the service business is conducted in a manner that meets the highest standards of financial management.
- The resources of the function are targeted at priorities and demonstrate value for money.

Ensure compliance with Financial Regulations and Standing Orders and maintain spending within approved levels. Manage the service budget (where applicable) and deliver value for money by diligent monitoring and efficient working practices.

Develop and implement a robust and sustainable management and staffing structure. Ensure the service's activities, duties and responsibilities are delivered in accordance with agreed Council policies and procedures, in particular equality of opportunity and health and safety. Ensure the cost-effective use of any physical or ICT resources allocated to the service.

Performance Management

Produce Business and Service Development Plans for the function and ensure that the plans are developed and implemented via a framework of customer and staff involvement.

Prepare service, business and development plans ensuring coordination and compliance with Council and directorate targets, building in strategies and measures for continuous improvement of service.

Conduct annual performance reviews in accordance with Council policy ensuring that all staff are clear about their performance objectives and have the necessary training and development to do their jobs.

Participate fully in, and contribute to, the Senior Leadership Team. Ensure the strategic plans and operation of the functions across the Council and in the SLT are efficient and deliver savings and value for money.

Establish and maintain standards and performance indicators for the management of the service together with the associated monitoring and reporting systems, ensuring these are actively communicated, promoted and implemented.

Develop and promote positive employee management to harness skills and abilities, develop potential, and increase motivation through effective performance management.

Maintain effective liaison with all functions within the service and Council Directorates. Create and manage a dynamic and successful function, which delivers services to enable the priorities of the administration and improves the quality of life for citizens in Sheffield.

This is a politically restricted post.

Should you be required as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English as required by the Immigration Act (2016).

Lead on Service Business Continuity Planning and ensure that your leadership team know this plan and can direct staff to follow the Business Continuity Plan. You will also support with Incident Response to provide co-ordination of critical incidents, should these occur. To do this, you will be required to be on an on-call rota for approximately 5 weeks in a year. You will receive training and support for this work.

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: 29 January 2024

Person Specification Assistant Director City Transport

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Experience of working at senior level in cross-functional teams in order to progress strategic objectives. Produce board reports, briefings, presentations and correspondence and manage complaints.	Application Form, Assessment and Interview
Experience of successful involvement in and management of significant and complex transport programmes and major transport projects.	Application Form, Assessment and Interview
Experience of leading and managing change whilst effectively motivating, empowering and generating commitment of employees. This is to include analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes.	Application Form, Assessment and Interview
Experience of working effectively in a political environment, working with elected members and in cooperation with the public sector, third sector and private sector partners and stakeholders.	Application Form, Assessment and Interview
Evidence of success in establishing effective performance measures and a performance culture that has achieved significant outcomes for service users.	Assessment and Interview
Section Two: Skills and Abilities	

Inspiring others – providing a powerful sense of purpose that energises others to deliver a changing agenda.	Assessment and Interview
External and customer focus – having a focus that is attuned to the national and regional agenda, understanding customers’ changing needs; working collaboratively by breaking down barriers with partners and internally between departments.	Application Form, Assessment and Interview
Managing organisational resources (financial, human and infrastructure) – running the business responsibly and assuring quality of service delivery.	Application Form, Assessment and Interview
Prepared to challenge constructively the current “as is” position and articulate the potential future opportunities.	Assessment and Interview
Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media. This is particularly in relation to children, young people and families and influencing very senior stakeholders.	Assessment and Interview
Political judgement and skills in relationships and to be proactive in developing and maintaining constructive and ethical relationships.	Assessment and Interview
Ability to understand financial and legal/contractual information and to develop innovate strategies to maximise service provision within tight financial limits and to maximise funding available.	Assessment and Interview
Ability to work to deadlines and cope with pressures and setbacks.	Assessment and Interview
Ensure high professional standards are maintained and compliance with appropriate procedures and statutory requirements with evidence of continuous professional development.	Application Form, Assessment and Interview
Section Three: Qualifications	
Educated to at least degree level or demonstration of significant experience and/or a relevant qualification	Application Form
Evidence of commitment to CPD	
Section Four: Professional Registration	
Member of relevant professional body	Application Form
Section Five: Our Values	
People are at the heart of what we do	Assessment and Interview
Openness and honesty are important to us	Assessment and Interview
Together we get things done	Assessment and Interview

Health Risks Specification

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	Yes
Working at heights	No
Confined spaces	No
Moving and handling includes people and objects	No

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	No
Night Worker Questionnaires	No
School crossing warden	No

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	No
Exposure to excessive vibration levels	No
Exposure to skin irritants	No
Exposure to respiratory irritants	No

