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|  | | | | | JOB DESCRIPTION | | | | | | | | | | Form JD1 | | |
| JOB TITLE: Bar Walls Manager | | | | | | | | | | | **POST NUMBER:** 1100EZW | | | | | | |
| **REPORTS TO** (Job Title): | | | | | | | | | | | Major Projects Delivery Manager | | | | | | |
| **DEPARTMENT:** Highways | | | | | | | | | | | GRADE: 10 | | | | | | |
| **JE REF / JE unique ID:** | | | | 4074 | | | | | | | PANEL DATE: | 11/09/2018 | | | | | |
| **1** | **MAIN PURPOSE OF JOB**  To manage, review and develop the maintenance strategy and policy for The Bar Walls and historical structures within the City to a high quality using appropriate and sympathetic methods, monitoring performance and to promote good working relations with all stakeholders. | | | | | | | | | | | | | | | | |
| **2** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | | | | | | | | | |
|  | i | Manage the implementation of a regular structural Assessment of the Walls and Buildings, Implement strengthening and Maintenance strategies. | | | | | | | | | | | | | | | |
|  | ii | Develop and prepare detailed designs, specifications and other contract documentation and project manage all maintenance teams and structural maintenance of the Bar Walls. | | | | | | | | | | | | | | | |
|  | iii | Manage various highway and bridge statutory functions for the Council. | | | | | | | | | | | | | | | |
|  | Iv | Act as an interface between public, parish councillors, council members, and neighbouring authorities. | | | | | | | | | | | | | | | |
|  | v | Advise the Head of Highway & Fleet in all aspects of the management of the structural maintenance work. | | | | | | | | | | | | | | | |
|  | vi | Manage and report on expenditure and income to achieve outturns within budget allocations. | | | | | | | | | | | | | | | |
|  | vii | Manage departures from standards. | | | | | | | | | | | | | | | |
|  | viii | Manage and implement the inspection, assessment, strengthening, reconstruction, asset valuation and major maintenance strategy and programme. Continue the development of a five year programme of maintenance works to ensure that the structures are managed effectively. | | | | | | | | | | | | | | | |
|  | ix | Manage the SMC and continuous work with Historic England | | | | | | | | | | | | | | | |
|  | x | Resolve problems arising during and after the implementation of projects. | | | | | | | | | | | | | | | |
|  | xi | Provide and manage Technical Approvals to structures by providing personal certification for all new and to safeguard the Council’s interests in engineering, environmental and financial matters in accordance with current guidance. | | | | | | | | | | | | | | | |
|  | xii | Respond and provide advice to the public and external consultants in relation to project progress and design. | | | | | | | | | | | | | | | |
|  | Xiii | Represent the highway authority at internal and external meetings, including those including the public. | | | | | | | | | | | | | | | |
|  | xiv | Manage Accident and Emergency calls associated with historic structures. | | | | | | | | | | | | | | | |
|  | xv | Lead in the development of the strategies and policies to manage the Bar Walls and all associated structures, in particular, in respect of the improvement of features and public access. | | | | | | | | | | | | | | | |
|  | xvi | Develop a long term improvement programme using asset management principles and the condition data collected from the regular inspection programmes. | | | | | | | | | | | | | | | |
|  | xvii | Ensure integration with projects emerging from other programmes and budgets. | | | | | | | | | | | | | | | |
|  | xviii | Manage, plan and monitor commissions and contracts, including progress and financial control. | | | | | | | | | | | | | | | |
|  | xix | Exercise direct responsibility and control of the Budget having the scope to negotiate under and overspends. | | | | | | | | | | | | | | | |
|  | xx | Responsible for duties such as absence management, performance, disciplinary investigations, health & wellbeing, dignity at work etc. Manage sickness absence in accordance with HR procedures in relation to direct reports. Carry out conduct investigation and presentation of disciplinary proceedings | | | | | | | | | | | | | | | |
| **3.** | SUPERVISION / MANAGEMENT OF PEOPLE No. reporting –  Direct: 5 Indirect: 10  5 direct masons to carry out maintenance works and major projects.  Indirect will be additional subcontractors with specific skills on an ad hock basis | | | | | | | | | | | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  Responsibility for the City’s Bar Walls and historical structures, able to work with minimal supervision and be able to offer a range of solutions for both management and maintenance of the councils inventory.  The post requires an innovative approach to finding cost effective engineering solutions to complex technical problems. The objective of repair is to reduce the long-term deterioration of a building's fabric by remedying the cause of any defects. This in turn sustains the significance of the building, but to achieve this there needs to be sufficient information to understand the impact of the proposed repairs.  A conservative approach is fundamental to good conservation - so retaining as much of the significant historic fabric and keeping changes to a minimum are of key importance when carrying out repair work to historic buildings.  The unnecessary replacement of historic fabric, no matter how carefully the work is carried out, can in most situations have an adverse effect on character and significance.  The detailed design of repairs should be preceded by a survey of the building’s structure and an investigation of the nature and condition.  Problems are very often unique with no clear precedents for solutions and require original thought and application of specialist knowledge. | | | | | | | | | | | | | | | | |
| **5** | CONTACTS & RELATIONSHIPS Represent the Council at all local levels, advise, deal with correspondence from and promote good relations with the public, media, elected Members, other local authorities, professional and private bodies and agencies to foster an understanding of the Walls & Bars Maintenance and to develop constructive relationships.  Develop links with the other sections/departments within the Directorate to progress the development of the programmes of work.  Communicate the work of the Directorate to the Council and members of the public, including attending meetings when required and Committee meetings as appropriate. Write reports and make presentations to Members, the public and other organisations, as necessary, about the activities of the Directorate.  Deal professionally and sympathetically with enquiries, ensuring that the best possible relationships are maintained. | | | | | | | | | | | | | | | | |
| **6** | **DECISIONS – discretion & consequences**   |  | | --- | | Take responsibility for staff recruitment and welfare (including health and safety at work issues).    Undertake Performance and Development Reviews to set personal targets and identify training needs for staff.    Allocate work, monitor performance and check the quality or work output.  Approve items of expenditure up to a limit of £10,000 subject to necessary approvals and authority being in place.  Advise senior Managers and elected Members on technical issues and recommend solutions to problems which may have significant financial and/or political implications.  Work creatively within the scope of local policies, design guidance and national regulations to develop practical options for solving difficult and complex problems.  Make decisions and direct staff in accordance with Council policies and procedures. Advise the Head of Highway & Fleet and other internal contacts on issues related to highway structures.    Advise on budgetary requirements and bids for funding of relevant parts of the service for which the postholder has responsibility. Advise on the effects of not receiving funding and its implications on the service.  Advise the Head of Highway and recommend solutions to engineering and contractual issues, which will often have significant financial and reputational implications.  Manage annual capital budgets which could be of up to £500K setting priorities for expenditure and authorising payments. | | | | | | | | | | | | | | | | | |
| **7** | **RESOURCES – financial & equipment**  (Not budget, and not including desktop equipment)  Description Value | | | | | | | | | | | | | | | | |
| **8** | **WORK ENVIRONMENT**  **Work demands:**  High workload pressures coming from the need to deliver a substantial number of schemes within very tight deadlines.  Delivery of planned work can often be disrupted by requirements to deal with enquiries from the public or elected Members.  Respond to enquiries from Members and the public within specified deadlines.  Attend Committee and public meetings, some of which can be outside office hours.  At times deal with disgruntled and abusive customers.  **Physical demands:**  Normal office physical demands with significant keyboard activity.  **Work conditions:**  Mainly office based, but requires regular visits to sites.  Site work, will involve activities such as photographing, taking measurements, meetings and checking of constructed work. This work is not weather dependent and could be undertaken in adverse conditions.  **Work context:**  The work carried out is often in the public eye due to the process of scheme consultation and democratic approval processes. Therefore it is constantly under scrutiny from the general public, elected Members, special interest groups and the media. This presents great pressure to avoid mistakes being made.  Pay due regard at all times to the Council's stated policies relating to customer service and equal and fair treatment for all customers and employees. | | | | | | | | | | | | | | | | |
| **9.** | **KNOWLEDGE AND SKILLS**  The post holder will be educated to degree level or equivalent, in engineering, construction or similar discipline.  Experience of managing a small team of professional and technical officers in Highway works or significant civil engineering projects.  Experience in commissioning, designs with conservation principles, specifying and contract supervision of projects, and developing and implementing innovative solutions, for structures and conservation works.  Demonstrate a political awareness and the necessary skills to relate well to elected Members.  Excellent communication and presentation skills both written and verbal.  A good understanding of conservative approach to conservation, retaining as much of the significant historic fabric and changes are kept to a minimum are of key importance when carrying out repair work to historic buildings.  The ability to manage resources, carry out works within budget and deliver expected outcomes.  Experience of target setting.  Excellent negotiation and persuasion skills.  Ability to prioritise and manage a demanding workload.  Ability to manage, develop and motivate others.  The ability to work within a multi-disciplinary team environment.  A clear commitment to the development and delivery of customer centred services.  A broad knowledge of the Council’s policies and procedures.  Experience in computer applications such as Auto CAD, Microsoft Outlook, Word, Access, and Excel. | | | | | | | | | | | | | | | | |
| **10** | Position of Job in Organisation Structure | | | | | | | | | | | | | | | | |
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|  |  | | | | | **Job Reports to:**  Major Projects Delivery Manager | | | | | | | | | |  | |
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|  |  | | **This Job**  Structural Engineer | | | | |  | **Other jobs at this level:**  Structural Engineer (Bridges) | | | | | | | |  |
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|  |  | | **Jobs reporting to this one:** Ancient Masons | | | | | | | | | | | | | |  |
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