



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Future Merton Commissioning Manager

Grade: MGB

DIVISION/SECTION: Sustainable Communities

Location: Civic Centre

Responsible to: Future Merton Manager

Responsible for: Co-ordination of and responding to major development proposals with transport implications, the delivery of public realm improvements, traffic management projects, sustainability, smarter travel and road safety/highway improvement projects.

Management responsibility for 12+ roles.

Post number: TBC

Date: October 2014

MAIN PURPOSE

1. To lead a team of technical and administrative staff in the provision of a comprehensive public realm regeneration and network improvement service and to ensure the delivery of all services through the maintenance of high technical and professional standards including providing high quality advice to the Council, its Clients, partners and the general public.
2. To be responsible for the management of major/high profile development proposals with transport implications including pre-application proposals, planning applications and negotiating s106 and 278 agreements.
3. To develop, design, evaluate and deliver a diverse range of solutions to complex public realm problems/projects including, road safety and traffic management related schemes, highway improvements, the Low Carbon Zone

and other sustainability initiatives, conservation area character assessments and improvements, smarter travel and school travel projects.

4. To liaise closely with the Future Merton Infrastructure Manager and the Future Merton Programme Manager on the design and development of projects, programmes and budgets and where appropriate provide feedback to the Future Merton Manager on areas of design, programming, financial performance and budget variance.
5. To prioritise, manage and co-ordinate a programme of capital and revenue projects, to control and manage all allocated budgets and to provide regular and accurate project and financial management information to the Future Merton Manager.
6. To provide relevant expertise and professional knowledge input into Departmental and Corporate initiatives and projects where required and to lead on specific projects.
7. To deputise for the Future Merton Manager when appropriate and the Head of Sustainable Communities in his/her absence in relevant areas of work. To contribute to the management of the Future Merton Section as a whole.

RESPONSIBILITIES

1. To lead for the Council on the management of major development proposals in respect of their potential implications for transport in the Borough including providing advice, evaluating design submissions and where appropriate, negotiating with developers and giving evidence at public enquiries.
2. Pursuant to the above, to enter into negotiations on behalf of the Council with developers with regard to securing s106 and 278 agreements commensurate with the scale and impact of the proposed development.
3. To lead on the identification and development of measures to implement the Borough's Sustainable Transport Strategy & Local Implementation Plan, the Public Realm Strategy and the Mayor of London Transport Strategy including the design of complex traffic management and highway improvement schemes.
4. To deliver a wide range of traffic and highway improvement projects including bus priority, danger reduction, traffic calming, parking management and lighting/signing renewal through feasibility, consultation, detailed design and implementation.
5. To work closely with other Council services, including other teams within the Sustainable Communities Division, other Divisions of the Environment & Regeneration Department and other Departments of the Council, to ensure the effective and efficient provision of a comprehensive range of transport planning, traffic management, highway improvement and safety education services.

6. To ensure value for money in the use of resources and maximise external and internal funding opportunities (both capital and revenue) for projects within programmes managed by the Future Merton section.
7. To work closely with the Strategic Policy and Research Team to secure finances for the Council's transport programme through an annual submission of the Local Implementation Plan to Transport for London. Additionally, secure finances as appropriate through Merton's Capital Programme and from external sources, such as the Department for Transport and European funding, through the preparation of bids.
8. To take full responsibility for the control and management of project and programme budgets assigned to the Team and to provide accurate and timely information with respect of costs, commitments and expenditure as required.
9. To be responsible for and manage the successful delivery of projects for which the Team is responsible through the establishment and effective operation of appropriate project management, monitoring and reporting systems including evaluating and reporting on the progress and impact of all projects on a regular basis.
10. To project manage multi-disciplinary project teams including to undertake a range of complex and diverse tasks outside the normal sphere of management responsibility.
11. To develop, as appropriate, new projects that contribute to the achievement of the Council's objectives and to seek to secure funding to support their implementation.
12. To be responsible for the achievement and maintenance of high professional and technical standards within the team including ensuring an up to date knowledge of relevant legislation, regulations, guidance, standards and techniques to ensure that the team provides a high standard of professional advice on transport planning, traffic management, highway improvement, conservation area assessment and safety education services within the Department and Council, and for elected Members.
13. To ensure that all statutory duties that fall within the remit of the Team are managed and discharged in a timely and effective manner.
14. To develop and maintain strong and effective working relationships at a senior level with key organisations at national, regional, sub-regional and local level as appropriate.
15. To seek and promote pro-active links with pan-London partnerships to secure funds for measures to promote and assist public transport, cycling and walking projects. To maintain knowledge of funding regimes appropriate to the project and programmes of the Division.
16. To support the Head of Sustainable Communities in fulfilling the role of 'Traffic Manager' and ensure the Council meets its duties and responsibilities, in particular the Network Management duty, in relation to the Traffic Management Act 2004.

17. As required to support the Street Works & Network Co-ordination Principal Officer in the identification and definition of temporary traffic management arrangements in response to planned, temporary or emergency works or special events that impact on the movement of traffic or the use of the public highway by the public.
18. Preparation of submission and notifications to TfL and other authorities as appropriate.
19. To advise consultants and contractors employed by others on suitable courses of action which may be appropriate to the Authority's needs.
20. To ensure that the Team liaise effectively with the wide range of agencies and organisations with a role in, or affected by, traffic and highway improvement schemes including bus operators, Transport for London, the Metropolitan Police, Statutory Undertakers and lead organisations within London for bus, cycle priority and sub-regional packages and programmes.
21. To contribute to the relevant policy and strategy documents including the Sites & Policies Plan, Local Implementation Plan, Regeneration Strategy and to prepare responses to consultations on relevant issues eg from TfL and DfT.
22. To prepare and oversee the preparation of reports by other staff in the team and to ensure the quality and timeliness of reports to Cabinet, Cabinet Members, Scrutiny Panels Design Panels and other consultative forums, and when required to lead on behalf of the Environment and Regeneration Department at these meetings.
23. To ensure excellent communication with local residents and business communities and ensure their participation in service delivery and programmes in line with Council policy. As part of this to take the lead in ensuring that public consultation is undertaken when required and that it meets the Council's policy and legislative requirements including:
 - approving the consultation documents
 - attending meetings with the public, Residents Associations and other groups
 - Organising and running public exhibitions
 - Analyse and evaluation of results
 - Recommend course of action
24. To contribute to the preparation of the Section's annual Business Plan and within it to assign robust and measurable performance targets for both the team and individuals.
25. To manage and motivate the staff within the team, ensuring the achievement of Business/Service Plan objectives and priorities.
26. To ensure effective monitoring of staff performance, including carrying out staff appraisals, sickness and attendance monitoring keeping the Future Merton Manager informed and taking any necessary action as agreed with him/her with regard to staffing, in line with Departmental and Corporate procedures.

27. To contribute to the management of the Section/Division and to deputise for the Future Merton Manager or for other managers in the section in their absence as required.
28. To lead or participate in Divisional, Departmental or Corporate initiatives as required.
29. To ensure that correspondence, telephone and electronic communications are dealt with in accordance with the Council's response time standards and that the quality of letters is acceptable in terms of their technical content and customer care.
30. Prepare evidence and represent the Council as expert witness at Public Inquiries as required.
31. Manage tendering and contract procedures for the service area in accordance with the Council's Contract Standing Orders,
32. Oversee the preparation of contract documentation, the evaluation of bids and advise on and agree the appointment of contractors/consultants to undertake works, studies or projects.
33. Ensure satisfactory contract management arrangements are in place for those contractors/consultants undertaking works, designs and other complex engineering related assignments.
34. To take part in the appointment of staff to the Section including short listing and interviewing and carrying out staff appraisals, career grade reviews, identifying staff training needs and monitoring the effectiveness of training provided.
35. To recruit and manage temporary staff, for example, to acquire specialist skills or cover peak demand in the work programme.
36. Carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care policies and practices and take a proactive role in their development and implementation.
37. Ensure that all staff reporting to the post holder are aware of the Corporate and Departmental Health and Safety Policies and procedures, including the Construction Design & Management (CDM) Regulations 2007 and are trained in their implementation as necessary: monitor the implementation of Health and Safety Policies and to report any shortfalls identified through experience of their operation to the Head of Future Merton.
38. To carry out any other duties appropriate as required by the Head of Future Merton.

ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE

The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be

available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

OTHER REQUIREMENTS

Health & Safety

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the council's Equal Opportunities Policy: to understand it and to adhere to it.

Customer Care

To assist in ensuring that the Council's aims and objectives relating to customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



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PERSON SPECIFICATION

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Post No: TBC

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Date: Oct 2014

Skills and Abilities

1. Highly developed skills in relation to the planning, programming, monitoring and delivery of projects and programmes of work in accordance with required timescales.
2. An ability to quickly analyse and interpret complex written, numerical and financial information.
3. An ability to work collaboratively and build effective teams and relationships not dependent on hierarchy and line management.
4. A personal commitment to provide/enable delivery of high quality services to customers/clients.
5. The ability to build productive and effective partnerships with key stakeholders as well as leaders of other public, private, voluntary sector and community organisations.
6. Demonstrable well developed political awareness and negotiation skills.
7. Apply value for money principles to ensure the most cost effective outcomes are achieved within limited resources.

8. Excellent verbal, written and presentation skills with the ability to communicate clearly, effectively and be highly credible and influential with elected Members and other public and private partners and stakeholders.
9. Strong interpersonal skills to maintain effective relationships with colleagues at all levels.
10. Ability to lead, manage and implement change in line with Council policy and procedures.

Knowledge and Experience

11. Evidence of a clear understanding of sustainable communities and how they should be supported.
12. Experience of leading and managing a multi-disciplinary team with a number of related services, ensuring that the synergies between these services are focused on delivering clear outcomes.
13. Sound knowledge of traffic and highway legislation and of health and safety legislation as it relates to traffic and highway services.
14. Experience of formulating technical solutions to address complex regeneration, traffic management or highway construction issues.
15. At least five years' experience gained at a senior level, of transportation planning, development planning or traffic management.
16. Experience in the management of at least two of the following work areas in transport planning/traffic management, including participating in tendering procedures:
 - Development and formulation of transport policies
 - Highways aspects of site and area developments
 - Development of transport initiatives e.g. tram systems
 - Traffic Management
17. Strong experience of managing major planning applications with transport implications and of negotiating directly with developers with regard to s106 and 278 agreements.
18. Knowledge and experience of external funding regimes.
19. Broad knowledge of Road Safety, Climate Change and Waste Management with a detailed understanding of at least one of them.
20. Experience of participation in corporate decision making.
21. A sound grasp of service/business planning.
22. Experience of managing, motivating and developing a diverse staff team and involving staff in the effective management of change.

23. Experiencing in managing changing priorities and demands in a political environment.
24. Political awareness and an ability to work in a co-operative and constructive manner with other managers and Council Members.
25. Solid experience of managing financial (including complex programme and project budgets) and human resources.
26. Highly developed analytical skills and proven experience of performance management systems and of evaluating and achieving service quality.
27. A demonstrated commitment to the principles of equality of opportunity and a comprehensive understanding of the ways in which those principles can be reflected in service delivery and the workforce.
28. Awareness and understanding of the issues and opportunities to work with local communities to promote a better quality of life for all.
29. Evidence of understanding and contributing to partnership working through Local Strategic Partnerships or other multi agency frameworks.

Qualifications

30. Educated to a degree level or equivalent in a relevant discipline or extensive relevant practical experience.
31. Post qualification experience working in a political environment.
32. Membership of relevant professional body and evidence of continued professional development.