

Job description

Structure information

Job title: Director City Infrastructure
Reports to job title: Corporate Director City Operations
Directorate: City Operations
Division: City Infrastructure
Job identification number (JIN): 3268

Job purpose

At Brighton & Hove City Council we take a one council approach to achieving our mission to create a better Brighton and Hove for all. As a Service Director you will take leadership responsibility across the organisation for key organisational themes and/or areas of work that support Council Plan mission delivery as well as leading and managing allocated portfolio of services.

You are part of the extended Corporate Leadership Team. Together we set the tone and culture of the organisation. We are the most senior strategic advisors to the Council. We ensure the Council resources are aligned to the delivery of the Council plan. Our values and behaviours are key to us creating a council fit to meet the needs of our residents.

As part of the extended Corporate Leadership team, you will stand with us in our commitment to be visible and adaptive leaders; to connect the organisation and with our residents; to create space for innovation and diversity; to reflect and learn from our mistakes; and to strive to build psychological safety throughout our interactions.

Role specific accountabilities

1. Develop and implement strategies for the management and improvement of the city's transport and highways infrastructure.
2. Oversee the planning, design, and delivery of transport and highways projects, ensuring they are completed on time, within budget, and to the required quality standards.
3. Ensure highly effective management of the city's parking assets to deliver fair and equitable policies for residents and visitors, supporting the local economy.
4. Ensure compliance with relevant legislation and regulations and promote sustainable transport solutions.
5. Oversee the council's regulatory services, including environmental health, trading standards, and licensing.
6. Develop and implement policies and procedures to ensure the effective delivery of regulatory services.
7. Provide strategic advice on transport, highways, and regulatory matters.

Person specification

Structure information

Job title: Director City Infrastructure

Reports to job title: Corporate Director City Operations

Directorate: City Operations

Division: City Infrastructure

Job identification number (JIN): 3268

Essential criteria

Knowledge and experience

- A relevant professional qualification in transport, highways, or a related field, or the equivalent level of knowledge gained through experience.
- Extensive experience in a senior management role related to transport within a large, complex organisation.
- In-depth knowledge of transport and highways management, regulatory services, and project management.
- A strong track record in a leadership position including with some experience at senior level in a local authority, with experience of successfully leading and managing large and complex services.
- A good understanding of the political context and financial challenges facing local government in Brighton and Hove and nationally, gained through experience at a senior leadership level.
- Demonstrable success in the modernisation and transformation of services, working effectively with partners and facilitating cultural change and continuous improvement, and understand how to harness data and technology as part of modernisation and transformation.
- Demonstrate a record of success in championing equity, equality, diversity and inclusion, and in proactively addressing issue of systematic inequality and discrimination.
- Evidence of providing sound professional advice to political leaders and building effective and productive working relationships in complex political environments.
- Substantial experience of developing and sustaining relationships with external bodies and partners to maximise benefits of these partnerships for the city and the council.
- A record of successful resource management, health and safety management, budget formulation, rigorous monitoring and control of the performance of human, financial and physical resources in a complex/political organisation.

Skills and abilities

- Strong strategic and analytical skills, with the ability to develop and implement effective transport, highways, and regulatory strategies.
- Strong budget management skills with the ability to capitalise on commercial revenue generating opportunities.
- Ability to inspire, foster and champion innovation, leading to the successful delivery of services, further enhancing the council's reputation.
- Excellent management skills and judgement developed through leadership roles in large and complex organisations.
- Ability to forge effective working relationships with politicians and external stakeholders to create a responsible, high performing modern council to make Brighton & Hove a centre of local government excellence.
- A leadership approach that inspires and empowers others to fulfil their potential and take pride in and responsibility for their work.
- A strong and credible leader who enables others to deliver their best, builds effective teams and creates a dynamic environment that can deliver changes to improve outcomes for residents.
- Ability to effectively engage with a diverse range of stakeholders across a range of sectors to build productive relationships and collaborative partnerships and proficient at resolving conflicts that may arise.

Health and safety knowledge

- You will maintain awareness of current UK Health and Safety legislation.
- You will have knowledge of Health and Safety Management Systems.
- You will have knowledge and awareness of hazards in your area of responsibility and how to assess and manage associated risks.
- You will complete the mandatory Institution of Occupational Safety and Health (IOSH) for Executives and Directors training.

Diversity and inclusion

- Demonstrate sensitivity to people's diverse individual requirements, act proactively, flexibly, and inclusively in identifying, removing, and resolving barriers faced by minoritised groups, and for all people engaging with the council.
- Lead by example, actively creating and promoting the council's core values and equality, diversity, and inclusion aims and outcomes with our communities and staff through personal example, open commitment, and consistent visible action.

Corporate leadership accountabilities

A connected council

1. Enable a connected organisation with a clear one council mission to create "a better Brighton and Hove for all." by providing effective corporate leadership and working collaboratively and in an integrated way across the council, ensuring the development of trusted relationships within the council and across the system locally, and embedding co-design as a way of working.
2. Work with lead Councillors and support the Corporate Leadership Team in their role as the senior advisers to the Council Leader and Cabinet on their strategic policy direction and forward planning of objectives, services, and resources to support delivery of their political ambitions for the city.
3. Build leadership that connects and brings critical resources together to address the knotty, challenging, and wicked issues faced by the city.
4. Create a structure with clear accountability, communication, and transparency that empowers staff to make decisions as close to the front line as possible.

An innovative and diverse council

5. Enable the organisation to become more dynamic by leading on change and transformation in allocated service portfolios and across the organisation, including using data and digital to deliver better outcomes for residents whilst using resources more effectively across the council.
6. Build a diverse workforce and leadership that reflects the communities of Brighton and Hove.
7. Actively and proactively use power and influence to eliminate all forms of discrimination and unfairness in the council and the city, embedding the principles of equity and inclusivity into how the council thinks and acts in designing and delivering services and as an employer.

A confident council

8. Lead, motivate and inspire the council's staff creating an environment and culture that empowers staff to do their best, and requires them to work collaboratively and effectively across the council and with partners.
9. Be an effective member of the extended corporate leadership team by embracing our organisational values and displaying the leadership behaviours that will ensure a confident, cohesive leadership team.
10. Build working practices that are agile and take a test and learn approach.
11. Embed reflective practice and a growth mindset culture where mistakes are seen as opportunities to grow.
12. Develop workforce skills and acumen to work in complexity and be courageous leaders.

A creative council

13. Ensure the council develops and maintains relationships with partners (public/quasi-public institutions, community/voluntary sector, private sector – locally, regionally, and nationally) to shape the external world, and build solid relationships to ensure the council can fulfil its wider role as a civic leader.
14. Build the space and capacity for experimentation, reflection, and innovation.
15. Enable creative policy development.
16. Embrace artificial intelligence (AI) and new technologies to create efficiency and address critical challenges, while recognizing their limitations.

A psychologically safe council

17. Create a trusted environment that enables everyone to bring their best selves to work.
18. Build a resilient workforce that prioritises health and wellbeing.

Leading governance, financial management and performance improvement

19. Ensure the robust implementation of corporately led performance management and governance arrangements that will ensure organisational effectiveness, value for money, customer excellence.
20. Ensure effective financial management, cost controls and income maximisation in an everchanging environment, fluctuating demands, and priorities. Ensure resources are well managed, and innovatively and effectively deployed to the best possible effects assuring value for money in all activities.
21. Lead the delivery of the directorate's Health and Safety plan within areas of responsibility and allocated service areas, demonstrating inclusive leadership and commitment to continuous improvement in health and safety performance and ensure that all operations are conducted in accordance with the council's health and safety policy, standards, and all relevant legislation.
22. Uphold the Nolan Principles and provide role modelling and leadership to ensure the wider leadership team and organisation meets the ethical standards expected of public office holders.

Values and behaviours

All those who work for the Council are required to demonstrate our values and behaviours in our behaviour framework. In addition, you are expected to demonstrate the behaviours we expect of all senior leaders, which are used to assess performance in the role:

- You will be ambitious with your work, focused on consistently delivering great services and delivering the missions in the Council Plan. You will envision what is possible and prepare and shape your services and teams for the future. You will be willing to take on challenges with drive and determination.
- You will have ambition broader than the areas you are directly accountable for and will embrace corporate leadership by contributing to wider organisational goals and priorities. You will be a strategic thinker, and you will actively look for opportunities to join up with other services to remove duplication, create efficiencies and identify opportunities.
- You will use creativity and innovation to build policy and get things done. Being an individual who understands, and preferably has worked in a test and learn, iterative environment. You will have a growth mindset.
- You will create an inclusive culture where people can be their best use difference to innovate and improve and you will challenge others when needed.
- You will be emotionally intelligent, have a reflective approach and deeply consider your impact on others, and how to get the best out of your team. You will strive to create a psychologically safe workplace.
- You will understand and embed the importance of diverse and inclusive teams that reflect the communities we serve. You will help embed the Council's Equality and Diversity policies to ensure non-discriminatory practices in all aspects of our work and will always create a sense of belonging and inclusion. You will be aware of your own privilege and fragility.
- You will take care of your own and other's wellbeing, leading with compassion, being brave and you will inspire and empower others through the way you work. You will not be afraid of receiving feedback, actively seeking this and encouraging others to do the same.
- Collaboration and connection will be at the heart of how you work as a leader. You will have a proven track record of collaborating across a diverse range of service areas and partners.
- You will be true to your word and trustworthy. Others know that you will deliver what you have promised, and this stands true for what you promise to your managers, your peers, and your team. You will undertake your role with integrity and care, being honest and realistic and ensuring delivery and follow through on commitments.