

Job Description

Job Title: Design Team Manager

Grades: P3

Overall purpose of the job

The development and delivery of new transport infrastructure is vital to the future economic wellbeing of Cambridgeshire.

The skills required to deliver such a programme are considerable and require a background in highway design, with sound technical knowledge, an understanding of project management, experience in commissioning infrastructure projects, stakeholder engagement, and statutory legal processes.

Importantly, the Design Team Manager has responsibility for overseeing the County Councils in house design team across a portfolio of projects. The role is responsible for effective and efficient, design and delivery of schemes across a wide range of transport projects.

You will collaborate with teams across the organisation to design infrastructure projects providing technical input and expertise throughout the pre-construction phase. You will lead a team of designers at different career stages and be responsible for their development and projects.

In this role you will design customer focussed solutions, set delivery outcomes for projects, and define service outcomes working across teams with a range of needs – e.g., innovative safe designs, maximising contract savings and achieving value for money, whilst helping us work towards the aim of being net zero by 2035.

The role supports the Group Manager and other managers within the Project Delivery Directorate in delivering the Councils objectives, through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

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1.	<p>Design Management Expertise</p> <p>Provide leadership support within the Project Delivery team to ensure the effective / efficient design of projects that improve the transport infrastructure network.</p> <p>Provide advice to those within Place & Sustainability on highway design and related activities.</p>

	<p>Provide and prepare detailed designs / technical reports in a timely and efficient manner ensuring at all times, clear requirements of project details, timings and delivery requirements.</p> <p>Direct, guide and manage project design to ensure that objectives are delivered for the project to a high quality, forecast delivery times and budget targets.</p> <p>Lead on key design aspects of project expertise within the Project Delivery Service for commissioned projects to ensure the highest levels of knowledge, experience and expertise are used in resolving issues and enquiries.</p> <p>Manage the technical approval of Project Delivery projects, owning the pre-construction phases of those projects assigned to you and the design team, ensuring the requirements of the principal designer role under Construction Design Management Regulations 2015 are met.</p> <p>Develop efficient and effective processes for the review of projects, reporting progress, risk, actual and forecast cost and target completion as required.</p> <p>Implement robust, appropriately resourced design programmes for all projects, with appropriate control processes and utilising suitable project management software packages to manage programme delivery, such as existing Microsoft 365 applications, MS Project and our unique Project Management System (POWA).</p> <p>Plan, manage and lead projects, initiatives, and events, ensuring the effective co-ordination and integration of organisation and service activities and securing active engagement by identified participants to meet project goals and the Council's objectives.</p> <p>Devise, implement and manage systems for the design of projects which engage directly and appropriately with colleagues, partners, and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes.</p> <p>Inspire others to contribute to corporate projects to see the delivery of better outcomes.</p>
2.	<p>Programme Management, Procurement and Delivery</p> <p>Actively collaborate with colleagues across the directorate, the Council, and our partners to ensure projects are delivered in the most efficient, effective, and co-ordinated manner and represent value for money.</p> <p>Provide the Group Manager with robust forward and integrated work programmes embedded with clarity in decision making, timelines, and control processes.</p> <p>Take responsibility in ensuring projects are designed to maximum effect, achieve value for money targets through the stages of scheme development</p>

	<p>either through the Highway Services Contract, Eastern Highways Alliance or NEC 3/4 contract environment and tendering process.</p> <p>Ensure all measures are incorporated in projects and work programmes to minimise and mitigate any risk and adverse impact on the environment, communities, and businesses.</p> <p>Ensure projects and work programmes take due regard for the needs of all users of the network, with consideration and evaluation of equality and diversity inclusivity needs.</p> <p>Advise Councillors informally, and through formal reports, on the planning and design of individual projects and the development and delivery of the work programme.</p> <p>Manage team design resource pro-actively to provide a consistent, continuous forward works programme</p>
3.	<p>Financial, Contract and Risk Management</p> <p>Take active responsibility for the control and monitoring of the capital projects within your portfolio including commitment of funding under contract. Commitment and management of contracts carry financial responsibility of award and management between c.£0.5m and £30m+</p> <p>Ensure monthly progress reports on actual and forecast expenditure are prepared and submitted in a timely way. Report any variances to the Group Manager.</p> <p>Maintain and improve the transport infrastructure network whilst ensuring expenditure is within agreed tolerances of approved budgets.</p> <p>Identify financial pressures and take action agreed with the Group Manager to manage and mitigate those pressures.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines for each project. Ensure designs and pre-construction information reflect all highlighted risks.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p> <p>Ensure contractual processes are fully complied with and followed.</p> <p>Provide advice and support across the Place & Sustainability on the Construction Design and Management Regulations.</p>

4.	<p>Partnership Working</p> <p>Engage fully with key partners such as our highway service provider, District and Parish Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to design infrastructure projects that meet the Council's and partners' objectives.</p> <p>Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.</p> <p>Ensure the regular and timely exchange of relevant information with internal and external stakeholders to ensure a mutual awareness and collaboration.</p>
5.	<p>Communication and Customer Focus</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Ensure projects meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders, and potential users, throughout the development of work, aligning fully with Council expectations and working closely with other internal teams.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders, and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p> <p>Work collaboratively with other teams across the organisation to develop and deliver designs and related pre-construction activities on their behalf to progress infrastructure projects.</p>
6.	<p>Staff Management and Development</p> <p>Inspire and motivate staff to ensure that they achieve their maximum potential, providing flexible use of resource across the team.</p> <p>Recruit, train, develop and reward staff to meet the needs of both the team and the Council.</p> <p>Support the Group Manager in creating a culture of empowerment, collaboration, openness, and transparency.</p>

	<p>Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base creating more resilience within teams by introducing broader training techniques, including but not limited to, highway design, risk management, project management and health and safety.</p> <p>Be a proactive advocate for the apprentice programme and develop our people to ensure our service delivery of the future is resourced.</p>
7.	<p>Construction Design Management (CDM)</p> <p>Responsible for communicating and checking implementation of relevant Health & Safety regulations and how they apply to the design discipline. Lead control measures for overseeing Assistant Design Engineer and Design Technician application of the Construction Design and Management Regulation within their designs.</p> <p>Lead consultation of, and make final decisions on, design choices and explain how they will impact the outcome of projects in a construction phase. Required to pre-empt the impact that design choices will have on the construction phase and end users. Review the impact of design choices on construction operations and maintain a clear record and change log structure for the team. Make decisions on what options to proceed with based upon the teams' recommendations.</p> <p>Lead and control design commentary requirements justifying engineering/design choices whilst optioneering and communicating the benefits and constraints of solutions in relation to design options, and their impact on CDM.</p> <p>Lead on a continuous learning ethos amongst the team and review the use of change control process.</p>
8.	<p>Effective challenge</p> <p>Lead by example and install a culture and environment where effective challenge within the team is embedded.</p> <p>Lead a 'safe to challenge' culture, where design solutions are tested within the team. Lead programme change control as a result of healthy challenge.</p> <p>Lead the team's Principal Designer outcomes and responsibility during design. Promote challenge on all aspects of design choices and coordinate sign off for construction ready designs.</p> <p>Lead the team to drive continual improvement of our processes and procedures, effectively challenge the way we work and contribute to improved outcomes. Lead new ways of working.</p>

9.	<p>Technical Understanding</p> <p>Keep up to date with changing guidance and standards, sharing new concepts with the team and promoting best practice. Lead on new initiatives through testing new concepts particularly when it comes to reducing carbon in our construction phase.</p> <p>Lead the monitoring and record change control throughout all design packages.</p> <p>Decide upon final design choices and champion best value solutions in terms of social, Environmental and Financial benefit.</p>
10.	<p>Low carbon by default</p> <p>Actively promote low carbon design with partners to understand new concepts and low carbon products and solutions. Lead on new trials and concepts.</p> <p>Build a culture which enables constructive design challenge through design options and drive forward alternative low carbon solutions taking into consideration a triple bottom line approach including social, environmental and financial benefit throughout the review process.</p> <p>Work in partnership with our supply chain to work up innovative solutions to design that reduce our carbon footprint both in construction phase and following implementation.</p>

Person Specification

Qualifications, knowledge, skills, and experience

Qualifications Required (Design Team Manager)	Essential/ Desirable
HND or Degree in Civil Engineering.	Essential
Evidence of continued personal / professional development.	Essential
A relevant professional membership e.g., Incorporated Engineer.	Desirable
A relevant Management qualification.	Desirable

Knowledge and Experience

Essential

- A proven track record in leading the design and implementation of transport infrastructure and related projects. Programme / project management experience with a focus on health and safety, resourcing, and design activities.
- Extensive knowledge of the technical design related requirements relevant to scheme development, construction, and maintenance.
- Experience in budget (including local government finance) and resource management.
- Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities.
- Good negotiation skills and the ability to develop effective working relationships with senior staff throughout the Authority and staff of external organisations including other Councils and Government agencies.
- Practical experience in dealing and negotiating with consultants and contractors.
- Experience of developing focused strategies and prioritising actions, leading to change, performance improvements and achieving VFM through innovative design solutions.
- Fully compliant with the latest Project Management Software tools, such as ASTA or MS Project.
- A proven track record in engaging and leading on the design of projects to develop and deliver a varied programme of highway improvements.
- Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce, managing performance and monitoring related activities.
- Can assimilate complex information and provide reports on project progress/needs to Programme Boards or Committees to achieve project solutions.
- Extensive knowledge of Health and Safety laws, and the Construction Design and Management Regulations (CDM), especially in relation to the role of Principal Designer, and the requirements therein.
- Extensive knowledge of the latest guidance and practises relating to Highway design.

Desirable

- Working knowledge of County Council Policies, Planning Framework and Transport Plan
- Working knowledge of County Council Standing Orders and Financial Regulations/Practices

Skills and Attributes

Essential

- Ability to drive cultural change within an organisation relating specifically to improved design processes and health and safety.
- Ability to work independently and to lead a team.
- Strong communication skills both written and verbal including persuading and influencing senior managers and stakeholders.
- Strong commitment to public services and local democracy.
- Well-developed customer awareness and sensitivity in consulting and dealing with the public.
- Attention to detail when reviewing technical reports and drawings to ensure they are fit for purpose and meet the project brief.
- Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial design solutions.
- Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations.
- Awareness of political sensitivity and the ability to manage conflicting priorities.
- Skilled at writing and presenting committee papers / technical appraisals and reports linked to design activities.
- Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities.
- Ability to lead and build project teams to design quality projects.
- Flexible in hours of work.
- Comprehensive IT skills.
- Commitment to continuous personal development.
- Proficient user of computer aided design software with the ability to teach others.

Other

Essential

- Can visit stakeholder offices and sites, when necessary, where public transport is limited.
- Can attend meetings which may have difficult access.
- Be able to attend meetings out of hours when necessary.