

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: Capital and Funding Manager
Office: Place and Sustainability
Directorate: Highways and Transport
Service: Transport Strategy and Funding
Reports to: Funding and Innovation Programme Manager
Grade: P2
Location: New Shire Hall, Alconbury Weald, Huntingdon
Hours: 37 per week

Job Purpose:

- Plan, direct and co-ordinate the preparation of the ETE Capital Programme within the business planning process and manage the delivery and financing of the programme.
- Oversee, co-ordinate and monitor income and profile of funding related to development contributions particularly in terms of Section 106 and Community Infrastructure Levy.
- Work across teams and partners to develop transparent and effective processes for prioritising and allocating development funding (CIL and S106) across Cambridgeshire, and to develop and implement a rolling programme for allocating funding towards priority projects.
- Maximise use of limited capital resources through supporting the development of a more coordinated and business planning approach to funding for transport & infrastructure priorities with our partners.

Principal Accountabilities

1. Programme and Change Management (25%)

- Support the development of a more coordinated and business planning approach to funding for transport & infrastructure priorities, identifying sources of funding including working to support the development of innovative funding approaches, including opportunities for applying such approaches to project delivery.
- Manage, plan, co-ordinate and support delivery of the ETE capital programme related to corporate priorities and committed programmes, including coordinating, overseeing, monitoring the programme and managing risk.
- Liaise with Heads of Service, budget reviewers, project managers and partners to identify requirements / opportunities and to forward plan, review progress, monitor and provide regular updates on performance.
- Support the management of allocated projects, including management of staff, consultants, contractors and service providers. Prepare reports for staff, managers of all levels and steering groups or other bodies as required.
- Support the management, planning and implementation of agreed change management programmes, including culture change, to help transform service delivery and seek to deliver efficiency across service and flexible working.

2. Finance & Funding (25%)

- Maximise resources through developing a more coordinated and business planning approach to funding for transport and infrastructure priorities with our partners, identifying sources of funding and scoping out opportunities to draw in alternative sources.
- Support budgeting and monitor programme budgets, and profile of spend ensuring they are efficiently utilised. Co-ordinate and manage activity to meet operational needs while also making efficiency savings where appropriate. Review and rationalise where appropriate to derive best value and secure efficiencies.
- Work with colleagues and partners to develop transparent and effective processes for prioritising and allocating development funding (CIL, S106, etc) across Cambridgeshire, and policies to support the development and implementation of a rolling programme for allocating spend in a timely manner towards agreed priority projects.
- Develop and implement monitoring arrangements to ensure income (S106 & CIL & others as appropriate) is being achieved and to ensure that targeting of funding is most appropriate and related to priorities.
- Work to support the development of innovative funding approaches to

apply to project delivery including working with partners to help secure development funding towards priorities and scoping out alternative possibilities for securing funding.

3. Plans and policy development (15%)

- Support the development of a strategy and policy approach for securing development funding (CIL, and S106 and other funding) toward key infrastructure and transport priorities and provide input and advice in relation to Infrastructure Plans, and consultation documents on infrastructure, developer contributions, Community Infrastructure Levy as well as Local Plans and documents to ensure funding for infrastructure is addressed.
- Provide advice on funding for transport infrastructure and input to policy development; where related to development funding (CIL, S106, etc) ensure policies are in place to meet stated objectives and in relation to key priorities.
- Support and provide input to the development of a county wide policy approach for securing funding towards transport and infrastructure and the development of a more collaborative approach to funding strategic priorities

4. Staff Management and Partnerships (15%)

- Support, promote and maintain a culture of collaborative and consultative working between services members and external partners to maximize efficiency and effectiveness in particular related to funding, maximizing use of resources and delivering corporate priorities
- Manage, train, develop and support staff and ensure that appropriate and effective processes are in place for recruiting, developing, appraising, rewarding and retaining staff and promoting attendance and performance in line with County Council policy.
- Support and develop the use of business planning within the service including input into the Business Planning Process in order to secure the systematic forward planning and development of services
- Provide support in negotiating, securing and managing effective partnership arrangements in order to ensure joined up working and the consistent availability of services capable of adapting to the needs of the Cambridgeshire community
- Utilise skills and experience to ensure maximum benefit for Economy, Transport and Environment Services (ETE) and allocate targeted resources based on priorities. Manage expectations of stakeholders to ensure they are realistic

5. Communication and Customer Focus (10%)

- Support the development of an approach and systems to inform and receive feedback from customers, partners, stakeholders and

employees, particularly in relation to prioritising and allocating funding across Cambridgeshire.

- Evaluate and take appropriate action to ensure continuous improvement
- Ensure customer focus is promoted as a core value, and work to embed customer care philosophy.

6. Risk Management and Business Continuity Planning (10%)

- Ensure a practical approach to risk management is taken and support the continued development and implementation of frameworks and processes so that risks are identified, assessed, and managed.
- Contribute to the overall management of risk, ensuring clear lines of accountability and well-understood systems are in place for monitoring, evaluating and managing risk to secure the reputation and resources of the Council.

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The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

- Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification

Desirable:

- ☐ Qualification in project/programme management or financial qualification

Knowledge & Experience

Essential:

- ☐ Significant programme management experience coupled with practical knowledge and understanding of planning, transport and infrastructure policy, projects and funding and different forms of finance
- ☐ Good level of knowledge and understanding of the issues surrounding growth and development funding
- ☐ Knowledge of practices, programmes and funding sources and bidding for transport & Infrastructure projects
- ☐ Good understanding and knowledge of project management tools and techniques and risk management techniques
- ☐ Experience of multi-agency and multi-disciplinary working and experience of effective partnership working on a strategic scale
- ☐ Knowledge of project accounting and budget management as well as managing grants/ claims processes and auditing processes and developing and maintaining effective processes and financial records.

Desirable:

- Proven experience in coordinating a portfolio of capital projects
- Knowledge of use of innovative approaches to funding and application to project delivery

Skills & Attributes

Essential:

IT

- General competence and knowledge / experience of relevant software

Communication Skills

- Excellent communication skills including strong report writing and presentation skills.
- Ability to persuade and negotiate well at all levels and across different agencies, services and groups,
- Strong and effective interpersonal skills in groups, teams and one-to-one situations
- Political sensitivity and the ability to manage conflicting priorities
- Openly communicates positive messages about Cambridgeshire, the County Council and the service

Strategic Thinking and analytical skills

- Ability to see the big picture, interpret it and make broader links
- Good problem solving and decision-making skills

Project Management & Team working

- Ability to lead and motivate others
- Ability to plan, manage and prioritise both own and others' workload in order to meet deadlines
- Ability to work well independently and as part of a team
- Ability to work quickly and to deadlines
- Able to think clearly and act quickly, and take personal responsibility for making things happen and achieving desired results
- Able to lead on project development and implementation, planning and organising to ensure deadlines and agreed targets are met
- Able to make sound professional judgement based on substantial experience

Desirable:

IT – experience of planning data monitoring systems

Cambridgeshire Behaviours

Essential:

Working together -

- ☐ I think creatively about opportunities to work together, building rapport
- ☐ I deliver results across team and organisational boundaries

Integrity -

- ☐ I focus on outcomes and am self-motivated
- ☐ I am able to think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently

Respect for others and public resources -

- ☐ I identify areas for improvement to meet the diverse needs of customers and colleagues
- ☐ I challenge and seek to influence others to ensure better use of resources

Excellence -

- ☐ I consistently review current practice both in the work I do and in the work of my team
- ☐ I identify and deliver best practice

Special Requirements

Essential:

- ☐ Ability to visit locations around the country including more rural locations where public transport may not be available.
- ☐ Flexibility over hours of work as some work will be required out of normal hours