

Job Description

Job Title: Group Manager – Complex Infrastructure

Job number: CCC2615

Grade: P5

Overall purpose of the job

To provide overarching responsibility for the leadership, development, performance and management of the complex infrastructure delivery programmes.

To lead and manage the complex project portfolio, coordinate and resource multiple programmes and lead continuous improvement of our service delivery.

To support the Assistant Director in leading, developing and managing the County Council as a project management and delivery focussed team.

To share learning across Place & Sustainability in delivering the Council and Directorate's objectives through optimum use of Project Delivery resource and supply chain partners. Responsible for overall workflow planning to balance 'peaks and troughs' across future projects and programmes to ensure project demands and outputs are met.

Be responsible for project boards and relationship management with external stakeholders and capacity to keep proactive and positive relationships with a number of key organisations.

Main accountabilities

Main accountabilities	
1.	<p>Communication and Customer Focus</p> <p>Develop and manage a professional and highly effective complex project delivery function in order to focus on the Council's strategic objectives and the delivery of a customer-oriented service.</p> <p>Monitor and review service objectives and where appropriate seek approval for their development in order to ensure that they align to the needs of the County Council's strategic objectives.</p> <p>Ensure that the Project Delivery service continues to amalgamate local, regional and national strategic initiatives and priorities into a coherent and effective project delivery plan.</p> <p>Identify priorities, targets and the most effective response to workload pressures, and direct work programmes and staff resources accordingly.</p> <p>Keep abreast of the latest standard, guidance and technical knowledge to lead a team of project management and delivery professionals.</p> <p>To ensure team leaders and projects managers are skilled in, and consistently apply, strong process management including project gateways, task orders and budgetary oversight; where required to support and advise on their training needs to be better project delivery experts.</p>

2.	<p>Leadership</p> <p>Communicate a clear vision for delivering the complex project programme and its objectives in order to enable elected members, managers, staff, partners and customers to understand and contribute to the context and direction of the service.</p> <p>Develop and maintain effective relationships with elected members, other officers, key stakeholders and customers in order to ensure that effective project management/delivery is promoted, remains up to date, is relevant and is appropriately directed to deliver the Authority's Strategic Objectives and customer focus.</p> <p>Direct, inspire and motivate staff who are not direct reports and maybe be more senior ie matrix management - to ensure that they achieve their maximum potential and are compliant with, but not limited to design standards, guidance, protocols and CDM Regulations.</p> <p>To lead on the provision of effective leadership across P&E on work design and delivery with a culture of empowerment, openness and transparency.</p> <p>To motivate, train, develop and retain a highly skilled delivery and project management function – both as a team and as a skill across H&T and supporting the wider P&E including professional, technical and support staff.</p> <p>Provide advice to, and act as a centre of project management and delivery expertise within, Place and Sustainability.</p>
3.	<p>Service Planning and Development</p> <p>In collaboration with other managers and key stakeholders, support the Assistant Director in the identification of future requirements, forward planning and bidding for funding by providing timely professional and managerial advice on all aspects of Delivery and on wider service and corporate developments.</p> <p>Working with, and supporting team leaders and project managers ensure robust business cases for all projects/programmes - ensuring work is prioritised and resoucrs are deployed to maintain focus and are cost-effective.</p> <p>Work with the Group Manager - Contracts and Commissioning on the development of multi year forward work planning and development of all delivery arising from plans (statutory and otherwise) to ensure continuous improvement and a clear forward programme that is resilient to project and programme change in line with the Council's strategic objectives.</p> <p>Ensure that the delivery/project management function is engaged with the corporate agenda and continues to play an active and vital role in the delivery of wider corporate plans and community objectives.</p>
4.	<p>Delivery Management</p> <p>Develop and implement robust project management & delivery strategies, plans and processes with appropriate change control mechanisms. Regularly review and update delivery programmes and through matrix management and leadership skills, lead on the corrective action needed for managers in other service areas to ensure consistent and effective management of the design and delivery service.</p> <p>Ensure value for money is achieved through sustainable and efficient design and construction methodology and structured programming.</p> <p>Shape and influence the structure of a project management unit which harvests engineering knowledge and project management expertise, creating a dynamic and agile service for our high complexity programmes/projects.</p>

	<p>Ensure all necessary measures are incorporated in asset strategies, plans and records to minimise and mitigate any adverse impact on the environment, communities and businesses.</p> <p>Keep robust and detailed project databases, collectively improving processes with the Project Management Office.</p>
5.	<p>Financial, Contract and Risk Management</p> <p>Collaborate with other managers to achieve the maximum possible medium / long term plan of work to be delivered within the design and delivery portfolio of work.</p> <p>Monitor, review and control of expenditure across allocated budgets ensuring managers understand how to optimise value for money and support them in achieving budget profiles including efficiency savings.</p> <p>Report on risks on projects / programmes through programme and project risk registers feeding key risks through to the corporate risk register.</p> <p>Meet and aim to exceed service key performance indicators to achieve the Council's strategic objectives.</p> <p>Provide advice and support across the Directorate on deliver strategy, process, standards and practice.</p>
6.	<p>Partnership Working</p> <p>Engage and lead on relationship management with key partners such as the District Councils, DEFRA, Environment Agency, CPCA, GCP, Community Groups and others as required, to deliver services that meet the Council's and partners' objectives.</p>
7.	<p>To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree in a relevant discipline or substantial relevant experience	Degree in civil engineering or Degree in contract / project / programme management	Essential
A relevant professional membership e.g. ICE IHE CIHT		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Programme management	<p>A proven ability to develop partnerships at the highest levels with other agencies or service providers as a means of ensuring service objectives are met</p> <p>An understanding of how to manage the needs of a diverse set of stakeholders</p> <p>Ability to develop objectives and monitor performance to ensure goals are met or exceeded. Experience of developing focused strategies and prioritising actions, leading to change and performance improvements</p>	Essential
Project Management	<p>Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce, including the application of codes of practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities</p> <p>Ability to assimilate complex information and provide strategic and operational solutions</p> <p>Proven experience of financial and resource planning and the ability to deliver efficiency savings through cost effective Service delivery.</p> <p>Experience of developing and assessing business cases for new pieces of work or equipment</p>	Essential

	<p>Experience of delivering presentations to a wide range of audiences</p> <p>Working knowledge of Health and Safety, Construction Design and Management Regulations.</p> <p>Solid knowledge of legislation and procedures relevant to commissioning</p> <p>Writing committee papers & presenting at committee</p> <p>Comprehensive IT skills</p> <p>Commitment to continuous personal development</p>	
Local Government	<p>Experience of working with locally elected politicians and of ensuring that service outcomes align with broader political priorities.</p> <p>Knowledge and up-to-date understanding of legislative and policy frameworks as they apply to the service</p> <p>Working knowledge of highway legislation</p> <p>An understanding of the complexities of local government and the matters affecting it</p> <p>Strong commitment to public services and local democracy</p>	Essential
Delivery	<p>Experience and knowledge in leading a project management team for complex programmes</p> <p>Experience and knowledge of CDM Regulations</p> <p>Experience and knowledge of delivering a diverse and varied programme of works</p> <p>Experience and knowledge of document control and change control processes</p> <p>Experience of engineering, design and construction principles on large construction projects and programmes</p>	Essential

Skills		
Change management	<p>Ability to drive culture change within an organisation</p> <p>Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions</p>	Essential
Leadership and personal skills	<p>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</p> <p>Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas</p> <p>Ability to shape and influence local, regional and national policies</p> <p>Excellent set of interpersonal and communications skills</p> <p>Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities</p> <p>Ability to lead, motivate and develop staff in a way that builds individual and team capacity to delivery quality services and continuous improvement</p>	Essential
Flexibility	<p>Have the ability to visit offices and sites, when necessary, where public transport is limited.</p> <p>Have the ability to visit and inspect sites which may have difficult access.</p> <p>Be able to attend meetings out of hours when necessary</p> <p>Flexible in hours of work</p>	Essential
Experience	<p>Leading project management teams deliver diverse and complex programmes</p> <p>Resolving complex technical issues and intervening / advising on specific issues relating to unforeseen change</p> <p>Leading, coordinating and resourcing complex delivery programmes</p>	

	<p>NEC contract knowledge and experience of procuring work packages</p> <p>Pipeline programme management experience</p>	
Equal opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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Organisational Management Structure

