

Job Description

Job Title: Group Manager Contracts & Commissioning

Job number: CCC0286

Grade Proposed: P5

Overall purpose of the job

To provide leadership for all commissioned contracts including performance, commercial, contract, and programme management. Developing the team to provide services across Highways & Transport driving best value for money, enhance service delivery and high quality outcomes.

To develop and embed learning across Highways and Transport – working across teams and managers to ensure a consistently high standard of commissioning is achieved across the team. This will include driving forward best practice and sharing lessons learned.

To support the Assistant Director in leading, developing and managing the County Council as a centre of excellence in commissioning of projects and programmes to time and budget for the benefit of the communities of Cambridgeshire.

To share learning across Place & Sustainability in delivering the Council and Directorate's objectives through joined-up service planning, optimum use of supply chain partners and overall workflow planning to balance 'peaks and troughs' across future projects and programmes.

Support in leading our highway service of the future operating model and develop innovative ways of delivering with a digital by default ethos.

Main accountabilities

Main accountabilities	
1.	<p>Communication and Customer Focus</p> <p>Develop and manage a professional and highly effective commissioning function in order to focus on the Council's strategic objectives focussed on our communities.</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 commissioned service continues to meet local, regional and national strategic initiatives and priorities through a coherent and effective plan.</p> <p>Identify priorities, targets and the most effective response to workload pressures, and direct work programmes and our people resources accordingly.</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 service commissioners and contract administrators.</p> <p>To bring to life our commercial bargain through contract workshops and continuous updates and training material. Adapting communication styles to each stakeholders requirements whether it be members, officers or our supply chain partners.</p>

2.	<p>Leadership</p> <p>Communicate a clear vision of commissioning and its objectives in order to enable elected members, managers, our people, 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 commissioning 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 may be be more senior. Ensure that they achieve their maximum potential and are compliant within financial and procurement regulations.</p> <p>To lead on the provision of effective leadership across Place & Sustainability on work commissioning with a culture of empowerment, openness and transparency.</p> <p>To motivate, train, develop and retain a highly skilled commissioning function – both as a team and as a skill across Highways & Transport, supporting Place & Sustainability including professional, technical and supporting officers.</p> <p>Provide advice to, and act as a centre of commissioning expertise within, Place and Sustainability on contracts and commissioning.</p> <p>Ensure that health, safety and wellbeing is at the centre of everything we do.</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 commissioning and on wider service and corporate developments.</p> <p>Working with, and supporting team leaders and project managers to ensure robust business cases for all commissioning across Highways & Transport - ensuring work is prioritised and resoucrs are deployed to maintain focus and are cost-effective.</p> <p>Lead on the development of multi year forward work planning and development of all delivery arising from plans (statutory and otherwise) to ensure continuous development 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 commissioning 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>Commission Management</p> <p>Develop and implement robust commissioning strategies, plans and processes with appropriate change control mechanisms. Regularly review and update commissioning 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 service.</p> <p>Ensure value for money is achieved in all aspects of the service through understanding the current and future market place including professional services, civil engineering and the respective frameworks and routes to market.</p>

	<p>Shape and influence the creation of a competitive market place for future work including driving innovation from suppliers, ensuring these are understood, embedded and used across Highways & Transport, Place & Sustainability and the wider Council.</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>
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 commissioned across Highways & Transport.</p> <p>Monitor, review and support the overall controlled environment for expenditure across allocated budgets (ie the whole of Highways & Transport) ensuring managers understand how to optimise value for money and support them in achieving budget profiles including efficiency savings.</p> <p>Through a dynamic commissioning process, and energising budget holders, identify best in class procurement options to manage risk, in source expertise and secure financial benefit to the Council and partners using our frameworks and commissions.</p> <p>Implement and advise colleagues on risk monitoring and management processes to create a culture that embraces risk and understand who should manage the risk to safeguard corporate outcomes and protect the Council's interests.</p> <p>Report on risks on projects / programmes through to the corporate risk register.</p> <p>Lead on the management of the Highways Term Service Contract, Joint Professional Services Contract, Street Lighting PFI and the Eastern Highways Alliance Framework supporting managers on the optimum use of procurement options or alternative commissioning choices.</p> <p>Develop appropriate indicators to be able to monitor and improve the performance of the team, and commissioning generally, in achieving the Council's strategic objectives.</p> <p>Ensure contractual processes are developed through alignment with our contract terms, embedded across the wider directorate and breaches are escalated accordingly. Manage all contract communications and ensure compliance across Highways and Transport using appropriate contract management systems.</p> <p>Provide advice and support across Place & Sustainability on commissioning strategy and best 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, Local Enterprise Partnership, Community Groups and others as required, to commission services that meet the Council's and partners' objectives.</p> <p>Develop partnerships with the supplychain making best use of local resources and long term commercial relationships.</p>

7.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
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Safeguarding commitment

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>Understanding and knowledge of legislation and procedures relevant to commissioning</p> <p>Writing committee papers</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
Commissioning	<p>Experience or knowledge in the commissioning of works</p> <p>Experience or Knowledge of PFI Contracts</p> <p>Experience and knowledge of the New Engineering Contract (NEC) and its application across Engineering and Construction, Term Service and Professional Services Contracts. An understanding of the Highways Maintenance Efficiency Programme (HMEP) would also be an advantage.</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 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>Significant experience of understanding how to support development of contracts that protect the council and secure the relevant desired outcomes</p> <p>Extensive experience across a range of contract types – including all relevant NEC Engineering and Construction Contracts; Professional Service</p>	Essential

	Contracts, Term Service Contracts and PFI Commercial understanding and application of experience including experience of how contracts demand strong management and leadership alongside a realistic understanding that problems can emerge and judgement will be required to overcome problems	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

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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