Growth directorate

HEAD OF CAPITAL PROgramme DelIVERY

**Job Description**

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| **JOB TITLE** | HEAD OF CAPITAL PROGRAMME Delivery |
| **SERVICE UNIT** | **Capital Programme Delivery** |
| **RESPONSIBLE TO** | **Assistant Director of Strategic Property** |
| **JOB I.D. No** | **IH33** |
| **GRADE** | **Grade M** |
| **OBJECTIVES** | To safely plan, direct and develop a professional Capital Programme delivery service aligned with the councils Capital Strategy and Strategic Asset Management Plan objectives.  To support the development and delivery of a 5 year rolling capital investment programme.  To consistently deliver programmed projects on time, within budget and to defined quality standard and customer expectations.  To regularly report progress against original plan to key stakeholders, highlighting any deviations, risks and/or issues together with associated management action.  To ensure business case and wider governance approvals are proactively obtained and recorded as required enabling projects to progress in a timely manner.  To lead the development, design and delivery of complex and challenging programme of capital construction projects across a range of sectors including Education, Leisure, Heritage, Civic, Commercial and Housing Adaptations to defined time, cost and quality outcome parameters.  Managing key stakeholder relationships within the Council, residents, partners and supply chain supply.  To continuously improve the Council’s project management and construction procurement, framework management, BIM, processes, reporting and governance arrangements.  Manage and coordinate staff responsible for programme delivery including professional support staff from across the Directorate and wider council.  To ensure the Council maximises service outcomes in relation financial planning, cost estimation and budget management taking a whole life cost approach.  To lead on construction policy, standards and the establishment and management of supply framework agreements.  To establish and develop in house technical design, cost planning/ monitoring and contract management capability and capacity. |
| **GENERAL RESPONSIBILITIES**  Plan and ensure service delivery within a complex and diverse service area by leading a team of staff, contractors and specialist consultant’s ensuring professional standards are delivered.  Liaising with client departments and professional support services including finance and legal.  Manage responses and communication to complex professional or politically sensitive issues within the area of responsibility, including Councillors, residents, suppliers, contractors, business owners and internal stakeholders.  Budget responsibility for operation of the Capital Programme Delivery service and for the delivery of the Capital and Housing Adaptations programmes and associated income targets.  Ensure the successful implementation of legislation, policies and practices, including CDM and BIM.  Project and Contract management of Capital Projects and Housing Adaptations capital programmes.  Provide Project Management support on the delivery of Growth, Housing, Development, Regeneration and maintenance projects.  Technical support and advice to clients.  Developing and delivering projects that contribute to the Councils response to Climate Change.  **OPERATIONAL RESPONSIBILITIES**  Management of the Capital Programme delivery service.  To be the professional lead for property project definition, design, development, governance, construction and delivery.  Providing a lead for complex property project and construction advice to Council departments.  Providing a lead for high level, management of Capital programme governance.  Providing a lead for advice and producing reports for complex issues to Council representatives and clients.  Manage a team of professional staff, contractors and consultants, undertaking developing plans and options appraisals on a regular basis and identifying training needs in accordance with the service.  Manage, monitor and commission a variety of systems and software for the management of Capital Projects and Adaptations Services with a focus on integrating cross-function systems to benefit the organisation.  To establish processes and systems for information and data management than can inform direction and strategy development. This shall include the development of BIM, Project management, programming and monitoring, CAD and technical services within the Capital Projects function.  To produce documents and reports for executive committees, legal, finance and other services as appropriate.  To undertake all Capital/ construction procurement activity in accordance with organisational policies.  Undertake effective contract performance and financial management by developing professional relationships, establishing protocols and setting KPIs where delivery failure can be held to account.  To be responsible for the statutory compliance of capital projects, housing adaptations, the Capital Project Service and to advise staff including executives of their statutory responsibilities.  To develop and manage a set of KPIs and benchmarking that drive continuous improvement.  Attend meetings anywhere within the borough and on occasions across Greater Manchester and the North West region as appropriate.  Providing support to/ deputising for the Assistant Director Strategic Property in the provision of the functions of the Strategic Property Service.  Providing support to other Heads of Service in the provision of property functions.  **STRATEGIC RESPONSIBILITIES**  Delivery of the Property related projects within the Council/ CCG Capital Programme.  Delivery of Housing Adaptation projects.  Develop the Capital Projects service with a focus on all areas, prioritising delivery, recruitment and staffing development and integration across the organisation.  Undertake a contributory role in the development of a Strategic Asset Management Plan and integrated asset management governance.  Undertake the Lead role in the development of a Construction strategy.  Undertake the Lead role in the delivery of the Council’s Construction/ Contractor Procurement strategy and manage the resultant supply chain/ frameworks.  To establish and develop in house technical design, cost planning/ monitoring and contract management capability and capacity.  Undertake the Lead role in the development and delivery of Capital projects, adaptations and retrofits that support the Council’s Climate Change strategy and the Greater Manchester Carbon Reduction Plans.  Take the Lead role in developing Project Management systems and data management strategy to ensure that all systems are fit for purposes and integrate where possible across other systems within the organisation.  Providing continuous process improvement and a culture of continuous improvement. | |

**PERSON SPECIFICATION**

**POST TITLE: Head of Capital Programme**

Key for analysis requirements

E = Essential

D = Desirable

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| 1. **1. Qualifications** | |
| 1. • Level 6 first degree in a relevant construction, design or project management discipline ie Project Management, Construction Management, Surveying, Architecture | E |
| 1. • Chartered Membership of a relevant professional body, such as RICS, CIOB, CIBSE, APM, RIBA etc | E |
| 1. **2. Experience** | |
| 1. • Experience of leading and developing a property capital investment team, project management team or professional design service. | E |
| 1. • Experience of planning & delivering effective capital project delivery services including compliance, contract management, design, project management , procurement and supply chain/ framework management. | E |
| 1. • Experience of working on property matters that cut across service boundaries | E |
| 1. • Experience of working on Capital Project/ Construction Matters, in both a cross organisational and regional context. | E |
| 1. • Experience of working in a political led environment and managing relationships with senior officers and elected members effectively | E |
| 1. • Experience of working within public sector capital delivery function, ideally within a Local Authority, however other relevant public sector organisations such as HMRC, DWP etc. shall be considered with the appropriate experience | E |
| 1. **3. Key Skills & Knowledge** | |
| 1. • Substantial experience of managing Capital project delivery teams in a complex corporate or public service environment. | E |
| 1. • Substantial experience of construction/ project management practice and methodology | E |
| 1. •Excellent planning, report writing, presentation, organisation and co-ordination skills with an ability to prioritise | E |
| 1. • Strong analytical, interpretation and problem solving capacity and an ability to apply these skills to the local context | E |
| 1. • Strong communication skills with the ability to manage in person and in writing complex problems, complaints, investigations and cases internally as well as externally. | E |
| 1. **4. Key Aptitudes, Personal Qualities and Essential Requirements** | |
| 1. • A self-starter with a motivation to deliver results & a positive attitude to change | E |
| 1. • Able to build personal credibility with colleagues and partners and operate to high professional standards | E |
| 1. • Innovator who is able to work constructively under pressure | E |
| 1. • Holds a full UK driving license and has access to a vehicle for use at work | E |
| 1. • Has a good standard of IT skills with the ability to use common software packages such as Microsoft Suites. | E |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.