

Job Profile – Head of Major Projects

Department: Place

Service: Economy and Development Services

Responsible to: Assistant Director Economy and Development Services

**Job purpose**

The Head of Major Projects will provide and lead on project management and advice to support a wide range of project types including schemes for housing, education, infrastructure, public realm improvements, sports and leisure. The role will support the Strategic Director Place and Assistant Director Economy and Development in providing leadership, vision and direction, providing specialist project management and technical advice on major capital projects across the District.

To be the councils lead on the delivery of the council’s major regeneration and infrastructure programmes and projects.

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To lead on the development of business cases and funding proposals for strategic council capital investment.

To advise as appropriate the CEO, Strategic Director, Leader, Council’s Senior Leadership Team and Elected Members on the delivery of major capital projects.

Responsibilities

1. To provide and lead on project management and advice to support a wide range of project types including schemes for housing, education, infrastructure, public realm improvements, sports and leisure.
2. Build positive relationships with key stakeholders and working with workstream leads to identify and manage project dependencies, risks, issues and actions.
3. Provide a high-quality specialist project management expertise and technical advice relating to number of capital projects in the Capital Programme.
4. Lead on the delivery of the council’s major regeneration and infrastructure programmes and projects.
5. Lead responsibility on behalf of the Local Authority, Children’s Services, for the commissioning of education, capital projects, school crossing patrols, school academy conversions, and PFI Contract Management.
6. Support the efficient delivery of the council’s capital programme, ensuring that project management principles are adhered to, and projects are delivered on time and within budget.
7. To lead on the development of funding packages through the development of clear strategic business cases, to secure resources for the delivery of major capital projects.
8. Monitor and manage service delivery within available budgets and improvement targets.
9. Supports a culture of high expectations focused on excellence and delivering agreed outcomes.
10. Consistently applies intelligence led decision making ensuring best practice, data and intelligence are used to drive continuous improvement and operational practice.
11. Act as lead liaison with regional partners e.g., West Yorkshire Combined Authority, Central Government Departments, neighbouring authorities, and Key Stakeholders, developing and maintaining effective relationships with key networks in relation to Major Projects.
12. Establishing effective communication systems and regular briefings to ensure Corporate Management Team (CMT) awareness and support for Major Projects. Act as a professional expert on all aspects of Capital Project delivery, ensuring that appropriate professional advice is given to Elected Members, MPs, Directors, managers and employees.
13. To prepare communications, reports and briefings for Elected Members, CMT and the Strategic Director and attend CMT, Executive and Overview and Scrutiny Committees, working parties and other corporate meetings as required. Specifically, these will relate to the delivery of Major Projects.
14. To develop and contribute to projects designed to raise the profile of the city and to represent the city at regional, national and international events as required and in conjunction with key partners.
15. To represent the Council as may be required both regionally and nationally, including with government and regional partners, and with elected members/MPs as appropriate.
16. Ensure the health and safety of all employees and resources within the post holder’s area of responsibility in relation to the nature of the post holder’s duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974.
17. To deputise for the Assistant Director of Economy and Development Services, as required.
18. Will be required to attend out of hours work related activities.

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| **Dimensions of role (direct/ indirect as applicable) e.g., total number of staff managed/ total budget/ total scope of role**  |
| Responsible for a team of Project and Programme Managers overseeing a wide range of multi-million-pound regeneration projects across the district, aligned to the Council’s capital programme.Direct – Bradford Live £50.9m. Darley Street Market £35m. Squire Lane Leisure £27.9m. Keighley Town Funding £73m. Shipley Town Improvements £430k.Responsible for direct delivery of school’s capital programme e.g. Bingley Grammar School £14m. RAAC Programme £2m. Schools maintenance programme £5m per annum. Children’s Trust – new children’s homes £800k.Responsible for the management, monitoring and evaluation of significant levels of external funding via the Combined Authority and National Government.Responsible for PFI Contract Management - £1.6bn over the life of the contract (25 years). |

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| **Structure Chart (role of direct reports)** |
| Assistant Director Economy and DevelopmentHead of Major ProjectsSenior Project Manager x 3 Grade Special C |

**Person Specification – Head of Major Projects**

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| **Qualifications** | Relevant professional qualification at degree level or equivalent Evidence of sustained personal and professional development |
| **Knowledge and experience** | * Strategic direction, priorities and specific issues relating to the area
* Local government and planning regulatory framework
* Knowledge of local authority legislation, committees and procedures
* National economic and levelling up strategies
* Managing delivery of a range of capital and infrastructure projects
* Senior management and budgetary experience, including resolution of conflicting priorities, formulating budgets and delivery of effective performance management framework
* Managing and implementing service improvements
* Effective working with elected Members
* Experience of internal and external partnership working
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| **Skills**  | * Project management (PRINCE 2), specifically with a focus on the delivery of major capital and infrastructure projects.
* Leadership, delegation and team building
* High level problem solving, financial control and organisation
* Significant political and cultural awareness
* Ability to assemble and comprehend complex information and present to a range of technical and non-technical audiences in an appropriate format
* Ability to work effectively in a political environment
* Ability to motivate and inspire employees within the service area
* Analytical thinking – the mental processes of analysis and evaluation
* Strategic thinking – balancing today’s expectations and requirements with the future opportunities, issues and concerns that may affect business results tomorrow
* Management style that inspires and motivates individuals and teams
* Developing others – to coach or mentor others to achieve their best
* Business acumen – the ability to make good business judgements and decisions
* Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives
* Project and Programme Management delivery
* Business case development under treasury green book
* Development and Delivery of Business Cases and Funding proposals
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| **Key benchmarked competencies, traits and motives required to successfully deliver the role (not required for JE. Informs recruitment, succession planning, development and performance management).**  |
| **Carries out performance management** | Covers the employees’ capacity to manage their workload and carry out tasks accurately and to a high standard.  |
| **Communicates Effectively** | Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** | Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem-Solving** **Activity** | Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.  |
| **Operates with Dignity and Respect**  | Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Practices Appropriate Leadership**  | Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the district in all that they do. |
| **Operates with Strategic Awareness** | Our managerswork with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Delivering Successful Performance**  | Our managers monitor performance of services, teams and individuals against targets and celebrate great performance. They promote the district’s vision & work to achieve Council’s values and agreed outcomes. |
| **Applying Project and Programme Management**  | Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning |
| **Developing High Performing People and Teams**  | Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |

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| **Completed by:** |  | **Date:** |  |
| **Quality checked:****(HR)** |  | **Date:** |  |