

## Job Description

**Job Title:** Assistant Director, Project Delivery

**Grade:** Director E

### Overall purpose of the role

Leading the delivery of improvements to Cambridgeshire's highways and byways, this strategic role is responsible for delivering engineering enhancement and leading significant changes to highway networks and transportation systems.

Working through supply chain and delivery partners, the role will seek to drive competition within and across contractors to drive innovation on design, development and delivery to consistently evidence efficiency and value for money. The post holder must understand and be able to balance competing demands and priorities effectively.

The role is focused on translating transport vision into physical improvement to time and to budget. Projects are increasingly in response to complex stakeholder and funding arrangements, including the CPCA and GCP. Leading and managing the transition into construction and commissioning and managing tensions on scope, cost, programme and stakeholder will be key to success.

### Main accountabilities

Main accountabilities	
1.	To lead and direct the following services, ensuring they are managed and delivered to the highest quality standards: <ul style="list-style-type: none"> <li>• Major Infrastructure Delivery</li> <li>• Highway Projects</li> <li>• Local Highway Improvement</li> <li>• Safety Engineering Schemes</li> <li>• Contract Management of Term Service Contract</li> <li>• Management of the Street Lighting PFI</li> <li>• Commissioning support across Eastern Highways Framework</li> <li>• Commissioning support across the Professional Service Framework</li> </ul>
2.	To act as the expert for all highways project delivery with Members, partners and stakeholders, especially with the Combined Authority and Greater Cambridgeshire Partnership. To be the 'Named Engineer' for the Term Service Contract.
3.	To lead and develop an excellent project management service. Following scheme inception, often including complex transport strategies, you will guide and support concepts and visions into defined engineering outcomes to achieve the forecast benefits and outcomes.
4.	To develop close working and strategic relationships internally and optimise supply chains to

	enhance service delivery at reduced cost, including through the development of effective shared and integrated services across the sub region.
5.	To establish, implement and review strategies for the commissioning, procurement and management of infrastructure resources, ensuring maximum use of limited resources and value for money.
6.	To provide strong and visible leadership across Project Delivery and through the identification of key performance metrics, embed effective individual and team performance management processes, short and medium-term business planning, action plans and risk management.
7.	To continually improve the efficiency and effectiveness of supply chains by implementing synergies to optimise value for money and evolve service delivery to meet customer needs; ensure all services are delivered within agreed budgets and to identified performance standards, ensuring effective individual and team performance management processes.
8.	Respond effectively to developments in the external environment and represent the Council effectively at regional and national forums and groups.
9.	To provide visible leadership across Place and Economy, demonstrating a strong understanding of the responsibilities of the whole service area.
10.	As a member of Place and Economy's leadership team, to develop and deliver CCC's Place and Economy strategies and plans, giving direction to the development of shared services with relevant partners and greater customer focus, acting as a champion for innovation across Place and Economy and the Council.
11.	Develop and evolve services to meet the changing needs of internal and external customers, partners and stakeholders, exploring innovate ways to deliver services.
12.	Ensure actions are in place to identify and manage risks in accordance with the Council's policies and procedures and that risks are appropriately identified and addressed.
13.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job.

Qualifications Required	Essential / Desirable
Degree or equivalent in relevant subject (i.e. Engineering or project Management)	E
Postgraduate (or equivalent) professional qualifications.	D
Evidence of CPD in one or more of the relevant service areas, including membership / participation in professional bodies (e.g. APM ICE CIHT)	E

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

	Essential / Desirable
<b>Knowledge</b>	
Significant knowledge of relevant specialist sector(s), i.e. all aspects of Engineering and Construction Management.	E
Knowledge of general issues facing the public sector and local government in particular.	D
Knowledge of construction procurement and relevant legislation to maximise limited resources.	E
Knowledge of budget and project management processes and best practice.	E
<b>Skills</b>	
Ability to work successfully in a political environment, including leading on the development of effective relationships with Members and Leader of the Council.	E
Excellent communication skills, with a strong ability to influence and negotiate across the authority and with stakeholders.	E
Ability to represent Cambridgeshire at regional and national highways forums on major project delivery.	E
<b>Experience</b>	
Senior leadership experience in a complex, multi-disciplinary and political environment.	E
Experience of leading and managing the development and delivery of large-scale, complex projects and programmes.	E
Experience of responding positively to the challenges of change.	E
Experience of developing and delivering services in a high performance culture.	E
Experience of developing effective cultures and ways of working across specialist teams.	E

Experience of effective multi-agency partnership working and of developing effective, long-standing partnerships that deliver value for money.	E
Experience of leading, inspiring and empowering others.	D
Experience of preparing and presenting reports at Board level.	E
Experience of creating and delivering innovative solutions through transformation projects.	E
<b>Equal opportunities</b> Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E

Disclosure level		
What disclosure level is required for this post?	<b>None</b>	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	<b>Flexible</b>	Field	Home