

JOB DESCRIPTION

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| JOB TITLE: | Head of Delivery (Major Projects) |
| MANAGED BY: | Delivery Director |
| GRADE: | Head of Service 2 |

BACKGROUND

The West of England Combined Authority is seeking to appoint a Head of Delivery for Major Projects to join the Infrastructure Directorate.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

- To strategically direct, manage and deliver of the Authority's Major Projects infrastructure investment and capital programmes.
- Reporting to the Capital Delivery Director and working closely with the other Heads of Service, the post holder will be accountable for the timely delivery of major capital projects to time, cost and agreed scope, with a combined programme value in excess of £200m.
- Lead a team of project officers responsible for programmes and projects outputs through development and construction.
- Work with the other Heads of Service within the Combined Authority and its

Constituent Authorities to lead development the directorates target operating model, providing the optimum levels of governance required for major transport infrastructure delivery.

- Accountable for working in partnership with client budget holders, to ensure that the project will deliver the outcomes and benefits articulated in the investment appraisal and other metrics as defined by funders.
- Direct the procurement processes through the Combined Authority commercial service and provide oversight and management of the supply chain. They will direct delivery models for their programmes and projects to deliver against agreed cost, time and quality measures.
- Hold the function of Senior Responsible Officer (SRO) for projects beyond a defined gateway achieving entry into the capital programme. Once in the capital programme, direct delivery of these projects across the region.
- Working alongside the programme management office, the post holder will develop robust schedules, costs plans and other project / programme deliverables to ensure timely and accurate reporting of project and programme progress, feeding into committee and other decision pathways to achieve successful delivery.
- This is a post with considerable accountabilities and responsibilities across the region and requires applicants to have significant experience in the delivery of similarly high value, complex infrastructure projects, with a detailed understand of the national strategic road infrastructure operator operation, maintenance and renewal framework.

KEY RESPONSIBILITIES

- To direct the development and construction of the Combined Authority's suite of infrastructure programme and projects.
- Deliver project outputs in accordance with the Combined Authority's internal and external Governance Requirements.
- Direct the commissioning, procurement and management of technical resources required for the delivery of complex projects and programmes.
- Direct the procurement of design and construction contracts and subsequent contractual management.
- Direct the infrastructure portfolio progress to internal and external stakeholders and through the democratic governance structure of the Combined Authority.
- Direct the delivery, quality verification and assurance of high quality business cases to bid for project funding through the Authority's governance system, Central Government and other funders.
- Deputise for the Authority's Capital Delivery Director and support the transport policy team in combination with West of England Heads of Transport in developing and delivering the Authority's transport strategy.
- Present complex infrastructure projects clearly and concisely in plain English to a range of stakeholders including the local media and politicians.
- Accountable for delivery of outputs leading to successful outcomes and benefit realisation.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to a minimum degree level, or equivalent, in relevant academic subject with significant technical knowledge and substantial relevant practical experience gained across a wide range of infrastructure projects.
- Chartered by a relevant industry body e.g. CILT, ICE, IStructE, RICS, APM
- Knowledge of UK engineering design and construction.
- Good knowledge of UK public procurement requirements.
- Demonstrable knowledge and leadership in Health and Safety legislation and its practical applications in the workplace and construction environments.
- Practical understanding of Minimum Viable Product and Value Engineering principles.
- In-depth knowledge of project/programme management methodologies, governance models and assurance processes.

Experience

- Minimum of 10 years programme and portfolio leadership experience in directing delivery of high value complex transport and infrastructure projects.
- Leading the submission of business cases for Central Government funding. A good understanding of public sector financing.
- Directing multi-disciplinary technical teams.
- Management of construction contracts and negotiating contract changes.

Skills and Competencies

- Excellent Leadership skills with the ability to direct multiple project teams over a large portfolio.
- Excellent communicator, collaborator and stakeholder manager.
- Demonstrable Commercial Awareness.
- Experience of working in a political environment.

DESIRABLE

Qualifications and Knowledge

- Certified by a recognised UK Health and Safety certification body e.g. IOSH, NEBOSH, HSE.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave (31 days with 5+ years of reckonable service) plus bank holidays.
- Generous Employer-Contribution Pension Scheme through Avon Pension Fund.
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.
- Learning & Development opportunities such as [APM Project Management](#) and [Carbon Literacy training](#) as well as apprenticeship opportunities. Individual learning and professional qualifications.

- Support for employees to commute to the office sustainably, such as cycle to work scheme, secure bike parking, on-site showers and discounted monthly bus tickets.
- Free eye tests for all display screen equipment (DSE) users.

We are based out of a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer. Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour. Find out more [here](#).



WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).

