

JOB DESCRIPTION

JOB TITLE:	Head of Infrastructure Directorate Performance
MANAGED BY:	Strategic Director of Infrastructure
GRADE:	HOS 1

BACKGROUND

The West of England Combined Authority is seeking to appoint a Head of Performance for the Infrastructure Directorate. This role reports directly to the Strategic Director of Infrastructure.

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.

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

THE ROLE

Reporting to the Strategic Director of Infrastructure, this is a new role where the post holder will:

- Be responsible for supporting the Strategic Director of Infrastructure and the Infrastructure Leadership Team of 5 Heads of Service at the Combined Authority.
- Support the Strategic Director of Infrastructure with the corporate management of the Infrastructure Directorate (Regional Transport Authority), providing strategic leadership, vision and direction, driving change to create a first-class delivery organisation to achieve the benefits of a £2bn transport infrastructure investment programme.
- Working as a bridge between the Strategic Director of Infrastructure and Heads of Service, the Combined Authority's constituent Unitary Authorities, the Metro Mayor, the Chief Executive, Central Government departments, other CA departments, the supply chain and other key stakeholders, ensure the Metro Mayor's priorities are translated into delivery and Mayoral steers are appropriately actioned

- Be accountable on behalf of the Director for ensuring the delivery of the Director's workplan, ensuring quality, consistency and value for money is being delivered through effective service and business planning, budget and performance management.

KEY RESPONSIBILITIES

- Own and manage the Infrastructure Directorate Change Plan on behalf of the Director.
- Ensure the smooth transition of the Directorate to the new target operating model and enabling it to work effectively, reviewing progress and adjusting the plan as it develops to drive value for money outcomes across the Directorate.
- Ensure that our compelling Infrastructure priority-based narrative for regional transport is embedded across the Directorate.
- Own and manage the Directorate performance management framework.
- Own and manage the Directorate level Risk Register, ensuring it is kept up to date.
- Maintain a record of all actions assigned to the Director and ensure they are carried out effectively and on time.
- Maintain a record of all work delegated to team members and ensure they are completed appropriately and on time.
- In collaboration with the PA, ensure the Director is appropriately prepared and briefed for all meetings.
- Ensure there are clear and consistent lines from the Mayor on all aspects of Directorate strategy, policy and operations.
- Draft correspondence and presentations as required.
- Track and manage responses to all Freedom of Information requests into the Infrastructure Directorate.
- Support the creation of key organisational plans and strategies, including the Business Plan and the Directorate procurement pipeline.
- Contribute to the strategic and operational direction of the Combined Authority and Infrastructure Leadership Team.
- Support the Director with the development and empowerment of the Infrastructure Leadership Team and staff to support their personal achievement and contribution to the delivery of the Combined Authority's strategic objectives.
- To present at the Corporate Leadership Team meetings as appropriate.
- To speak on behalf of the Director at key strategic meetings as necessary.
- To contribute to the development of effective partnerships locally, regionally, nationally, and internationally to ensure the delivery of Combined Authority priorities and to represent the Director as required across these partnerships.
- To represent the Combined Authority where required.
- To develop successful relationships with key internal and external stakeholders to enable the successful delivery of strategic plans and Mayoral priorities.
- To carry out specific corporate roles and assignments and such other duties commensurate with the role.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications

- Higher degree and/or relevant management qualification or equivalent experience.
- Evidence of continuing professional and personal development.

Knowledge & Experience

- Understanding of the unique communications challenges of complex political public sector organisations.
- Senior local government / local authority/ public sector / Combined Authority experience.
- Delivery experience in an Infrastructure or Transport related environment would be highly desirable.
- A sound understanding of programme management techniques.
- Experience of working in complex organisations, including the private sector.
- Experience in corporate organisation-wide roles.
- Experience of working with a corporate management team as a member of it or in a significant corporate role.
- Experience of working with political leadership.
- Experience of working on corporate policy development and implementation.
- Experience of effective budget management.

Skills and Competencies

- Ability to develop, and influence strong strategic relationships, networks and partnerships at local and national level.
- Accomplished analytical & decision-making skills.
- Ability to lead and exemplify co-operative ways of working.
- Ability to constructively challenge and influence others.
- Highly developed professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities for local government.
- Ability to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale.
- Excellent verbal & written communication, including report writing.
- Evidence of an open and collaborative leadership style which values the contribution of others and motivates and enables them to achieve their potential and make a difference.
- Successful track record in delivering change at scale within large, complex, customer- focused organisations.

REWARDS AND BENEFITS

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

- 26/31 days annual leave plus bank holidays, rising to 31 days after 5 years' service.
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Discounted monthly bus tickets.
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all 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 £14.21 - higher than the government minimum for **over 23s, currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.