

**Manchester City Council
Role Profile**

**Head of Minor Capital Programmes, Grade SS2
Capital Programme Service, Corporate Services Directorate
Reports to: Director of Capital Programmes**

Role portfolio:

The role will provide effective leadership of the business area; provide coordination, direction and governance to multi-disciplinary professional teams both internal and external; develop key collaborative relationships across the Council, procure and manage a variety of capital projects and programmes as required and act as an enabler for the service with influential stakeholders.

Key Role Descriptors:

The role holder will fulfil a senior and influential position within the service area and will provide strategic direction and governance, whilst providing a link to the construction projects clients.

The role requires extensive operational experience in a multi-disciplinary professional services environment co-ordinating and delivering a variety of construction projects on time, budget and required quality. The role holder will commission and co-ordinate resources both internally and externally in a well-planned and controlled manner, ensuring that requirements and resource levels are fully identified to deliver the programme of works. The role holder will facilitate the development of linkages and greater coordinated working across services and key stakeholders to aid the development and delivery of organisational priorities with regard to service development, strategic direction and the needs of the service area.

Key Role Accountabilities:

The role will fulfil the following:

Provide strategic leadership for the business activities and provide direction, support, and guidance for all staff in the technical service.

Manage and coordinate the activities and workload within the service area and provide continuous improvement that embraces corporate priorities and initiatives.

Ensure effective communication through high quality, technical, complex reports, informal briefings and presentations to City Council Committees, elected Members, MPs and organisations from the public, private and voluntary sectors.

Deliver key Council priorities and initiatives with internal and external staffing resources deployed accordingly.

Ensure that City Council corporate requirements are consistently met, including for the service area effective planning, performance management and budget monitoring.

Lead accountability for the implementation of service area improvement processes and the proper application of relevant corporate policies.

Understand client service area requirements and contribute strategically to service area plans and one-off projects for Capital Programmes.

Engage with both internal and external customers to understand service area and operating environments and translating those customer requirements and objectives into delivery requirements.

Work across the service to ensure that appropriate capacity and expertise is in place to deliver client requirements, and to align programme and investment plans for greater efficiency and certainty around delivery.

Contribute to strategic discussions with around capital strategy and funding opportunities. Pro-active management of the Development Management Framework, in particular the areas of responsibility that fall under the remit of this role.

Personal commitment to continuous self-development and service improvement to ensure best practice methodologies are applied.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Head of Minor Capital Programmes – Key Competencies and Technical Requirements

Our Manchester Behaviours

- **We're proud and passionate about Manchester**
- **We take time to listen and understand**
- **We "own it" and we're not afraid to try new things**
- **We work together and trust each other**

Generic Skills

Communication Skills

- Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
- Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
- Ability to motivate others through building effective relationships and gaining their full support for achieving outcomes.

Planning and Organising Skills

- Excellent time management skills to ensure work of team/service completed within deadlines and to agreed standards.
- Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
- Ability to turn strategic ideas and objectives into practical, well organised plans.

Commercial Skills

- Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

People Skills

- Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.

Technical requirements (Role Specific)

- Holds a qualification (e.g. BSc BEng MSc MEng) in a relevant management discipline, or has equivalent demonstrable relevant experience.
- Extensive experience of co-ordinating and leading the delivery of a variety of construction projects on time, budget and required quality experience in a multi-disciplinary professional services environment
- Holds full membership of an appropriate professional body (e.g. MICE, CIOB, IMechE, MAPM, etc).
- To be on the forefront of emerging industry best practice and have a thorough knowledge of construction related contracts & CDM 2015;
- An understanding of the national policy context for local government specifically in relation to capital programmes, financing and construction projects of low, medium and high value;