

EDS Job Description [B]**Team Lead/Technical Specialist (Tier4B): Project and Programme Management Engineering Design Services**

Directorate: Service area:	Communities Environment Services: Engineering Design Services
Accountable to:	Tier 4A Delivery Lead / Section Manager
Salary Grade:	Scale Q
Accountable for:	<p>Leading on delivery of specialist or multidisciplinary engineering projects and programmes of value in typical range of £3m- £50m and occasionally higher.</p> <p>Matrix responsibility for leading staff from different specialist areas as allocated to projects with a headcount of 5-10 including seconded and consultancy staff working in project teams.</p> <p>Line management responsibility for WCC and seconded staff allocated within Sections; headcount typically up to 7.</p>
Politically restricted post	This post is not politically restricted
Delivery teams:	<p>DELIVERY LEAD Responsible for managing project teams of multidisciplinary staff from any of the following specialist areas.</p> <ul style="list-style-type: none"> • Bridge Maintenance Section • Bridges and Structural Design Section • Highways Capital Projects Section • Highways Section 278 Section • Traffic Control and Information Systems Section <p>and/or</p> <p>responsible for a delivery team in the Project and Programme Management Section.</p> <p>TECHNICAL SPECIALIST</p> <ul style="list-style-type: none"> • Responsible for providing specialist project management support to project teams in any of the above areas. • Responsible for providing specialist programme management support for multiple

	transport projects undertaken by WCC and its partners.
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Context

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment

Delivery responsibilities	<p>Delivery and coordination of projects in the fields of highway, bridges, building structures, agricultural engineering and traffic control and information systems including projects and programmes involving other local authorities.</p> <p>PROGRAMME MANAGER</p> <ul style="list-style-type: none"> • Planning and designing a project programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action • Recommending the programme's governance arrangements • Ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards Managing the programme's budget on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the programme progresses together with managing third party contributions to the programme • Ensuring there is allocation of common resources and skills within the programme's individual projects • Managing communications with all stakeholders
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	<ul style="list-style-type: none"> • Managing both the dependencies and the interfaces between projects • Managing risks to the programme's successful outcome • Working with the business change manager or equivalent on the transition to the new business as usual position Initiating extra activities, procurement and other management interventions wherever gaps in the programme are identified or issues arise • Reporting the progress of the programme at regular intervals to the Programme Executive <p>PROJECT MANAGER</p> <ul style="list-style-type: none"> • To be responsible for the development or design of large or complex projects and schemes in accordance with all relevant policies, regulations and design and quality management standards. • To act as project manager for the delivery of large or complex schemes including where appropriate writing briefs for external consultants, managing procurement processes, supervision of and negotiations with consultants or contractors, anticipating and resolving complex problems in order to achieve agreed objectives in relation to quality and safety standards. • To monitor and manage budgets for complex schemes and projects, providing financial information as required, ensuring compliance with financial regulations and taking corrective action when expenditure diverges from budget, seeking direction only in complex circumstances. To produce and monitor project plans and provide a range of performance management information, including contract and business specific reports and committee reports with limited supervision. • To provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Section Manager as required. To take a lead role in partnership working with external organisations and make decisions outside standard parameters with limited supervision. • To take the lead role in the management of consultation, attending and taking the lead at contentious public meetings, answering technical and policy questions and delivering presentations on complex projects to both internal and external customers as required. • To analyse and compile information and devise recommendations / develop committee reports
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	<p>covering all relevant aspects of proposals including analysis of consultation responses without direct support from senior colleagues.</p> <ul style="list-style-type: none"> • To communicate effectively on complex issues at all levels, including dealing with complaints and frequent contact with elected members, the press and a range of external stakeholders, including negotiating in cases of competing and conflict demands and politically sensitive issues.
Key business measures	<p>Deliver all highway and transportation schemes, including developer-funded schemes on time and within budget. Ensure that all variances are reported as appropriate through the corporate capital framework.</p>
Statutory responsibilities <i>(as applicable)</i>	<ul style="list-style-type: none"> • Application of Health and Safety legislation • Application of CDM regulations • Application of the Highways Act 1980 • Achieving compliance with DMRB and other relevant technical standards • Complying with requirements of Planning Regulations
Specific experience	<ul style="list-style-type: none"> • Substantial post professional experience including experience of managing a significant area of service within an Engineering/Transport Planning environment. • The ability to demonstrate a high degree of complex problem-solving skills. • The ability to communicate with a very wide range of audiences over a range of subjects, including topics which are broader than the Engineering/Transport Planning discipline represented • Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD • Experience of monitoring and managing and being accountable for large project budgets • Experience of monitoring programme budgets and cost centre management • Experience of developing significant policies/ practices which impact across a broad area of the organisation • Experience of delivering transport projects and the ability to analyse independently and review designs undertaken by others • Experience of working within a local government highway engineering/transport planning environment
Specific qualifications/and registration	<p>Project and/or Programme Management Qualification</p>

Budget responsibility	Responsibility for project budgets typically up to £50m, and occasionally higher.
FTE responsibility (line management)	Up to 8 FTE
Key stakeholder relationships	Elected Members, Developers, Highways England, Coventry & Warwickshire LEP, Warwickshire Police, Warwickshire District Councils, Coventry City Council, Solihull MBC, consultants in Professional Services Contract, contractors in Construction Framework.

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

