

Delivery / Team Lead (Tier 4b)

Job Title	Capital Project Delivery Manager
Grade	Scale P
Directorate: Service area:	Resources Enabling Services
Accountable to:	Development & Capital Projects Manager Property Services
Accountable for:	Staff x 4
Politically restricted post	n/a
Delivery teams:	

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 Development and Capital Projects Manager and other Team members in achieving our organisational vision and outcomes.

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 section and customers.

Specific role assignment

Delivery responsibilities	• Project Leader Team Management • Management of consultants and contractors • Delivery of Capital Projects • Construction Compliance
Key business measures	Projects delivered on time, in budget, to the appropriate quality with minimal disruption to existing stakeholders.
Statutory responsibilities (if applicable)	Statutory responsibility associated with Delivery responsibilities for capital projects
Specific experience	• Comprehensive understanding and experience of delivering large scale capital projects in excess of £1million particularly school projects. • Knowledge of relevant legislation and policy and being politically aware of the environment of the Council. • Substantial experience of delivering multiple large scale construction projects.

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	• 5 years' experience of managing people and teams. • Evidence and experience of Managing Client-side Construction Project Managers, external consultants and contractors. • Experience of solving complex challenges and having a solution-oriented approach to manage risk appropriately.
Specific qualifications/and registration	Construction related degree (ideally) or HND+ professional membership RICS, CIOB, RIBA, ICE or equivalent
Budget responsibility	Lead Delivery of agreed Capital Programme circa £50M + on behalf of Council clients primarily Education projects.
FTE responsibility (line management)	X4
Key stakeholder relationships	• Key partner relationship management with WCC Internal / External clients • Key relationship management with commissioned providers of any of the service provision. • Professional relationship development with internal / external stakeholders as required. • Professional partner relationship management with internal / external suppliers , • Liaison Senior Commissioning colleagues and any other internal stakeholder as required.

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	• Deliver in year service plan • 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)

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Generic Capability	Descriptor
Performance & standards	• Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties that 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	• Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement

- 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	• 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	• Monitors the service performance framework • Ensure best use of resources • Ensure effective service design • Oversight of budget

- 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

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- 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	• 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

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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

