

# Job Description and Person Specification

Role: Head of Infrastructure Delivery – Sustainability Projects



## Job Description

<b>Job Title</b>	Head of Infrastructure – Sustainability Projects
<b>Grade</b>	SM1
<b>Service</b>	Transport, Highways & Sustainability
<b>Reports to</b>	Strategic Lead – Green Futures
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	H7105H



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### **Purpose of the role**

Lead on the development, construction and delivery of sustainable complex major transport infrastructure schemes to unlock development opportunities, improve connectivity and facilitate growth. Working with E.ON, the Council's Strategic Energy Partner, to deliver high profile projects such as solar farms, decarbonisation of our buildings and fleet, retrofitting neighbourhoods and continuing the roll out of our extensive electric charging infrastructure and LEVI programme.

To lead and manage teams, including professional consultants and contractors and key stakeholders in the development and delivery of major road, rail and transport infrastructure projects.

To provide high level, specialist technical advice, analysis and scrutiny to the Director and senior management team in relation to design, construction and contract management of high profile, complex major projects and programmes and ensure projects are delivered to time, specification and budget.

To be responsible for the development and implementation of Coventry's Electric Vehicle Strategy, supporting EV elements of the Council's wider Transport Strategy.

To manage the EV Infrastructure programme from inception through to operation. collaborating with a wide ranging audience on a regional and nation level, to include stakeholders, elected members and the LEVI Support body

## Main Duties & Key Accountabilities

### **Core Knowledge**

To lead on the development, construction and delivery of high value, complex major sustainability, transport and rail infrastructure programmes

- To access to relevant funding opportunities and ensuring that all projects are managed within the Council's capital programme, procurement strategies and other requirements
- To programme manage complex work packages and to lead and direct multi-disciplinary teams comprising staff from across the council and external organisations.

- To provide leadership and management to multi-disciplinary project teams, including communicating the vision, setting targets and objectives, monitoring performance and taking corrective action where necessary.
- To review, develop and implement effective, sustainable capital programme policies and strategies, to include EV infrastructure strategy, procurement and programme development, ensuring that Coventry is able to maximise available funding opportunities for capital investment in its highways and transport infrastructure and public realm
- To plan and secure sustainable transport interventions to facilitate major development proposals within the city, through external investment and LEVI funding for delivery of the EV Infrastructure programme, from public infrastructure to council fleet electrification
- To be responsible for all aspects of service design, organisational change and performance management for the allocated projects and teams through clearly defined outcomes, key objectives and setting short, medium and long-term business, performance and quality targets.
- To manage the contract and monitor KPIs, including the provision of data to the Department for Transport (Office for Zero Emission Vehicles) where funding has been provided, ensuring data is available for wider business cases and to support EV strategy and plans. To carry out risk assessments on contract with length of contract, income, tariff upon delivery model chosen.
- To promote and manage successful partnerships and links with internal customers and external organisations to enhance co-operation and create opportunities that enable the delivery of the sustainable transport policies and strategies, raising awareness of EVs and their current capabilities and economics to promote the transition to EVs to residents and businesses.
- To be responsible for the management of financial and human resources for the work areas, projects and programmes, including planning and management of appropriate budgets and resources, in line with Council policies and any external funding requirements.
- To provide sound advice to senior managers and elected members on local sustainable transport policy matters and represent the Council at a senior level, providing information and advice on all matters pertaining to the services provided within the Infrastructure Delivery Group.
- To work with external partners to ensure consistent cross boundary implementation proposals are agreed to facilitate project delivery, including the WMCA, Local Authorities, Office for Zero Emission Vehicles, Distribution Network Operator, Midlands Connect, local universities and developers.
- To prepare and present reports to a range of meetings including Cabinet, Cabinet Member, Scrutiny Board and political group meetings deputising for the Director of Transport and Highways as required.
- Provide effective professional leadership to the Infrastructure Delivery Group and create and reinforce a strong customer focussed, responsive, flexible, "can do" culture throughout Transport services.

- Supervise professional standards and competence, including individual performance and development, service development, budgetary control and resource management.
- Ensure the efficient and effective use of financial resources, demonstrating sound financial management to ensure cost effectiveness and value for money in the delivery of services.
- Promote equal opportunities and tackle discrimination in relation to employees and all members of the community, ensuring they have appropriate and effective access to services and relevant information about services.
- Exercise statutory powers with due care and attention, ensuring the City Council complies with all aspects of legislation and ensure that the Council complies with its statutory obligations, particularly with respect to environmental, and health and safety legislation.
- Promote good external relations in the interests of the Authority by representing the Authority at national, regional and local levels.
- Any other duties and responsibilities within the range of the salary grade.

\*This post is part funded from the LEVI Capability Fund

## Key relationships

<b>External</b> Local Authorities Local Businesses Universities Schools/Community Groups Politicians Members of the Public West Midlands Combined Authority and other public bodies Department for Transport Transport for West Midlands Other Stakeholders	<b>Internal</b> All City Council Services & Departments Cabinet Members Councillors
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Project Teams



## Person specification

<b>Job Evaluation Code</b>	H7105H
<b>Knowledge</b>	
Detailed knowledge of project and programme management principles and practice in relation to high value complex transport related projects and services.	
Detailed knowledge and understanding of key road, rail and other transport related legislation, policy, strategy and implementation issues, including those at a local, sub-regional, regional and national level.	
Detailed knowledge of EV policies and strategies at a local, regional and national level	
Detailed knowledge of construction procurement processes and legislation	
Knowledge of the principles of customer care and client focused service delivery	
Understanding of equality issues and how they affect the workplace	
<b>Skills and Abilities</b>	
Be able to demonstrate a track record of providing inspirational and motivational leadership and achieving excellence in the management of large scale road, rail and other transport projects, programmes or services.	
Excellent communication skills with a capacity to present, discuss and explain highly complex issues coherently and logically to a wide range of audiences both in writing and verbally	
Good organisational, interpersonal, negotiating and influencing skills with the ability to enthuse and inspire multi-disciplinary teams and build successful relationships at all levels	
Ability to review, develop and implement relevant transport policies and strategies	
Clear decision making ability, including under pressure, with the ability to judge complex situations and assess when to escalate issues	
Ability to interpret highly complex developer proposals and take a proactive approach to solving problems and maximising opportunities.	
Ability to develop partnerships with key partners and stakeholders	
Ability to successfully negotiate with funders and partners	
IT skills and ability to use relevant software systems	
Able to produce highly complex technical documents and reports on highway and transport matters	



Political awareness and appreciation of non-technical issues that influence decision making
Ability to deputise for the Strategic Lead for Green Futures, and represent the Authority at a senior level and provide sound technical advice on sustainability, highway and transport matters
<b>Experience</b>
Track record of successfully managing the delivery of high value and complex sustainable highway, rail and other relevant transport infrastructure projects or programmes.
Experience of successfully developing and implementing sustainable highway and transport policies and strategies
Experience of working successfully with developers to deliver developer-led transport infrastructure
Working effectively with politicians and senior officers and in partnership with outside organisations, transport and other service providers
Managing the financial and human resources of high value and complex transport projects or services.
Continuous improvement, innovation and review of business processes
Creating and fostering a customer focussed culture
Managing organisational change and reducing costs of service delivery
<b>Qualifications</b>
Postgraduate or professional qualification in a relevant discipline or relevant extensive experience delivering complex major transport projects
Evidence of continuous professional development
Membership of a relevant professional body
<b>Special Requirements</b>
Able to work outside normal office hours, as and when required by the service. Ability and willingness to travel both inside and outside the Council area as required

<b>Date Created</b>	2023	<b>Date Reviewed</b>	2024
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