

Head of Capital Compliance

Department: Infrastructure & Environment

Division: Operations & Transport

Reports to: Group Director – Operations & Transport

JE Ref: IE1141

Grade: CS14

JE Date: 13/04/2023

Job purpose

Leading the governance and compliance of some 200 new capital and non-capital projects and programmes within Operations and Transport. Development of systems and frameworks to support, organise and control the development, planning, implementation and reporting of the works programme. Provision of strong and practical financial support and advice to engineers across the division to ensure value, efficiency and compliance with the Public Finances Law. Develop and improve links between other corporate departments key to successful programme delivery. Provide strong governance control over projects and change programmes by leading quarterly engineering Project Board meetings and monthly Operations & Transport Portfolio Review meetings.

This Senior role also includes responsibility for management of the front-office administration staff team, allowing Operations & Transport to deliver excellent customer service.

Job specific outcomes

Provide specialist advice and guidance to some 50+ engineers, project delivery teams and budget holders on progressing projects through Governance approvals, streamlining procedures where possible to ensure that programmes are managed effectively and that the goals of both individual projects and overall programme are aligned, maximising value for investment and demonstrating compliance and governance control.

Lead the coordination of Operations & Transport business case funding bids for the annual Government Plan by liaising collaboratively with engineers, project managers and budget holders. Develop, maintain, and manage a 5-year capital plan for facilitating the delivery of departmental objectives and Government strategic aims and providing accurate information about estimated future costs to inform funding bids.

Have delegated responsibility for chairing of quarterly Project Board meetings, as derived from the Group Director, involving all operational areas of the directorate (i.e. Liquid Waste, Solid Waste, Technical Services, Sport, Highways and Transport). Ensure knowledge of reportable project and programme governance is detailed suitably to deliver governance and financial advice overview at Group Director and Chief Officer level. On behalf of the

directorate, lead the monthly portfolio review meetings in conjunction with Treasury and the CPMO.

Lead change and drive collaborative working with other Government departments (Treasury / CPMO / Commercial Services, M&D) to develop specific requirements and briefs necessary for the effective development of Operations & Transport capital programmes to ensure that such programmes are run effectively across Government functions and that the appropriate levels of responsibility are assigned and maintained to facilitate overall programme delivery.

Act as focal point for project managers and budget holders seeking to comply with standards for project delivery frameworks, financial systems, Key Performance Indicators, project reporting tools, project and gateway methodology and other procedures, ensuring all documentation and processes conform to Government regulations and legal requirements to support effective project and programme governance.

Create and lead measurement processes for the monitoring of both revenue and capital projects and other major programmes across any of the individual departmental functions, coordinating processes, physical resources, and infrastructure asset information to facilitate the delivery of departmental objectives and Government strategic aims.

Direct the compliance of capital and revenue programmes for Operations and Transport, coordinating the maintenance of appropriate standards and accurate programme information and progression, setting expectations in relation to Management Information and its use/implementation and ensuring that physical and financial resources are correctly allocated and that programmes are completed on time and to budget to ensure that benefits and best value for public spend is always realised. Act as Chairman of Project Boards under delegation by the SRO.

Engage with a range of various stakeholders, coordinating consultations on programme scope, dependencies, and deliverables, communicating programme progress / risks to the Senior Management Team, providing regular public progress reports on major projects and addressing queries and complaints related to various projects, thus ensuring effective stakeholder management to support the operational delivery of major departmental programmes.

Provide line management and direction to the Operations & Transport front-office team, who deal with customer queries and administration for the directorate.

Lead the coordination of programme reviews and third-party audits into individual project components at appropriate gateways to ensure project methodologies and management standards are being followed and maintained up to date. Coordinate the implementation of corporate systems, and act as key knowledge point for change readiness.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

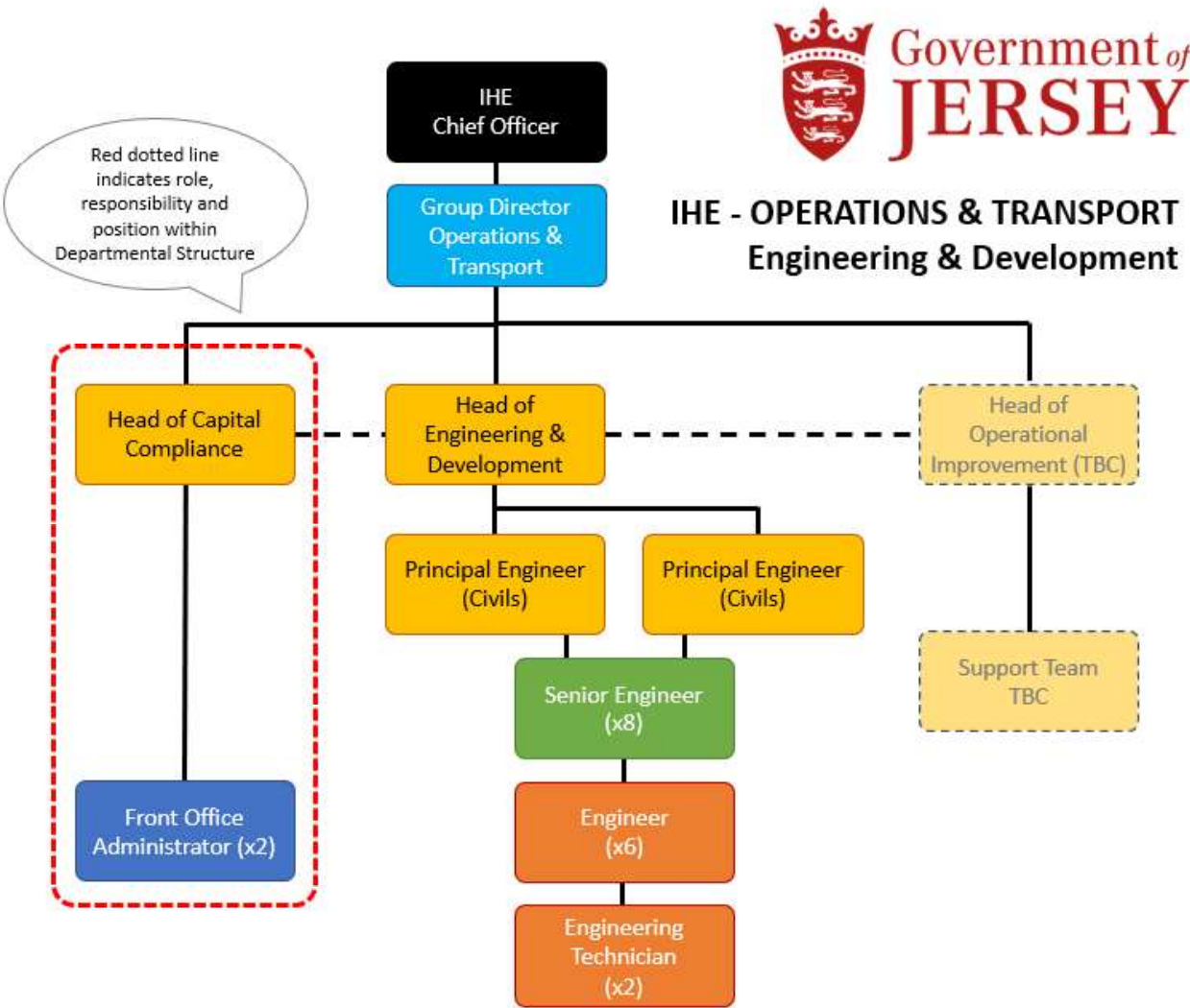
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or

publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- Regulation and Compliance of Infrastructure Capital Projects and Capital Replacement

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification or equivalent in an Engineering / Finance or Property related field.</p> <p>Project Management qualification at PRINCE 2 Agile level or equivalent).</p> <p>Chartered membership of a relevant professional body (e.g., APM).</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Understanding of planning, legal, financial regulatory and governance frameworks relevant to the Government of Jersey and the Infrastructure & Environment departmental functions or a government organisation in a similar jurisdiction.</p> <p>Specialist knowledge of change management and programme / project management methods such as Six Sigma, Prince 2 or equivalent.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p> <p>Management reporting as it relates to this role.</p> <p>Staff management experience gained in a similar role.</p>	<p>The activity and processes of Government including interaction between politicians and officials.</p> <p>The Infrastructure & Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p> <p>Appreciation of building construction processes and civil engineering techniques.</p> <p>Experience working with CPMO delivery frameworks</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Use of project management systems or alternative solutions that allow for creation and management of project workflows, task distribution and resource planning.</p>	<p>Driving licence (Group B)</p>

	<p>Specialist knowledge of financial systems and reporting software.</p> <p>Computer literate with ability to operate the Microsoft Office package.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills to generate medium and long-term strategic plans for relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g., letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including Project Boards the States Employment Board and Government of Jersey Ministers</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	<p>Ability to interpret engineering drawings.</p>

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical experience of running a portfolio of complex projects through all stages and delivering these to exceptional standards.</p> <p>Finance and budgetary management experience at a senior level.</p> <p>Staff management experience.</p> <p>Experience setting and deploying programme management strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Not Applicable to this role</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 3 core accountabilities attributes and behaviour indicators

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.