

Head of Project Delivery

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Property Director

JE Reference: IHE1053

Grade: 15

JE Date: 19/4/2021

Job purpose

Directing and strategically managing the delivery of all capital projects involving existing property assets across Government from design and contract works procurement to implementation, project completion and handover, through the provision of a multi-disciplinary project management capability and the co-ordination and physical delivery of property infrastructure schemes.

Leading on the quality assurance of property capital projects on existing infrastructure, involving the safe and efficient operation by contractors to ensure that modernisation/refurbishment plans and specifications are being followed correctly in accordance with the relevant agreements and directives.

Job specific outcomes

Provide effective leadership and strategically deploy project management capabilities to all capital projects involving the existing Government property estate, including monitoring and controlling all financial, programming and quality matters at the project delivery stage, and advising project boards and other appropriate committees at the earliest opportunity of significant risk management issues as appropriate; direct the reporting of project progress to internal and external stakeholders in accordance with governance best practice and Government processes.

Have oversight over partnership working with client Government departments to ensure that the project will deliver the investment appraisal criteria and intended economic outputs, demonstrating alignment with specific project metrics.

Lead on the provision of support to the client departments in the scoping and framing of the client requirements to ensure that they are reasonable, feasible and achievable. Also, work collaboratively across the Property Directorate with the Property Strategy function and with the Compliance Manager to ensure that the future estate is correctly configured and that the required design standards have been met in the framing of the projects.

Direct the commissioning, procurement and management of technical resources required for the delivery of projects, working with the Commercial Department to ensure that the Government procurement protocols are observed; provide high level oversight and management of the procured external supply chain to support project delivery through construction / redevelopment / refurbishment as appropriate, ensuring value for money and good standards of workmanship requirements are met and that the contractual administration relating to the appointment of

consultants is clearly specified and in full accordance with Jersey regulations and the guidelines of the appropriate professional bodies (e.g. R.I.B.A).

Oversee the organisation and running of tender processes as required to support the delivery of critical and sustainable infrastructure and generation of revenue where appropriate for the benefit of the local community.

Be accountable for delivery against agreed financial and service targets and for the effectiveness and efficiency of project delivery.

Work synergistically at strategic level with cross departmental and cross Government expert teams to collate economic, environmental and legal considerations and best practice recommendations, providing expert technical advice on existing property assets capital projects and related initiatives to Senior Leadership and Ministers, supporting key decision-making processes in the development and delivery of Government strategic aims and politically driven initiatives.

Lead on the provision of monitoring and oversight of public works during the construction phase, ensuring that capital project delivery matches design, and that quality, safety and project specifications are met during the delivery stages of capital projects.

Be responsible for ensuring effective senior stakeholder management by overseeing that consultations, updates and briefings are provided to various key stakeholders and decision makers on capital infrastructure delivery and dependencies, and obtaining senior leadership and political sign off as required for each individual project; also coordinating the liaison with other industry third parties, representing the Department to other departments, authorities or members of the public.

Provide good leadership and oversee the best utilisation of staff and physical resources, by intelligently overseeing the coordination of consultants, contractors and suppliers and being in charge of a multi-disciplinary team of project management professionals, Clerks of Works and Engineers; coordinate thematic working involving strategic and support corporate functions including Procurement, Regulation, Policy, Finance and Communications to ensure the delivery of high quality and cost effective delivery solutions for all capital projects related to existing property assets.

Be accountable for the provision of information for responses to States Questions, FOI requests, complaints, risk management and compliance related to capital projects related to existing property assets, liaising with the Office of the Director General function, other departments or key stakeholders as appropriate to ensure continuity of capital projects and business and that good governance and compliance standards are met.

Be accountable for effective Health and Safety management of all aspects of the projects, ensuring that all integrated project and supply team members are aware of their obligations and legal requirements.

Statutory responsibilities

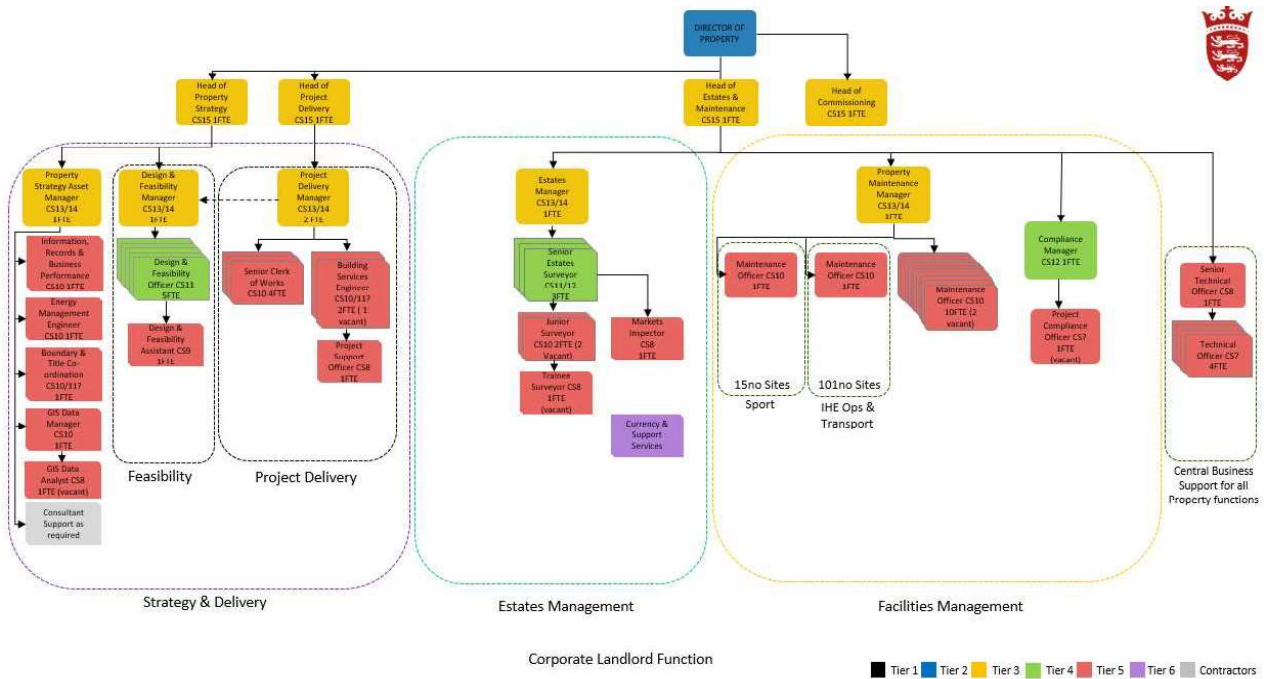
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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

- Capital Project Delivery – Existing Infrastructure and Buildings

Organisational structure



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>Degree in a relevant specialism, e.g. Civil Engineering, Town Planning etc. or equivalent gained through significant practical experience.</p> <p>Level 7 qualifications or equivalent specialist knowledge in a technical field including Town and Regional Planning and Urban Design or equivalent gained by substantial practical experience.</p> <p>Project management qualification at Prince 2 Practitioner level or equivalent.</p> <p>Chartered membership of a relevant professional institution.</p> <p>Post graduate management qualification or equivalent.</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>Significant specialist knowledge of the built environment and infrastructure development projects.</p> <p>Advanced theoretical knowledge of a number of disciplines influencing built environment processes e.g. environmental policy, master planning, engineering etc.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing construction in Jersey.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</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>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to analyse and interpret complex specialist data.</p>	<p>Driving licence (Group B)</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 so as to generate medium and long-term strategic plans for the 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 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>Proven leadership ability in multi-disciplinary organisations and the ability to lead, advise and encourage professional colleagues across a wide variety of disciplines.</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</i></p>	<p>Significant experience of applying the principles of the built environment specialism.</p> <p>Practical experience of infrastructure related processes.</p> <p>Significant experience in management of major capital projects.</p> <p>Project management experience.</p> <p>Experience in leading multi-disciplinary teams and managing contractors.</p>	

<p><i>post-qualification experience).</i></p>	<p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying 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>	
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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.

Organisational structure

