

Head of Commissioning

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Property Director

JE Reference: IHE1055

Grade: 15

JE Date: 19/4/2021

Job purpose

Leading on the development of a function within the Property directorate to commission the scope, requirement, procurement and delivery of new capital building projects for the Government of Jersey, ensuring ongoing quality, performance management and value for money delivery of new buildings that meet the needs of Islanders.

Being responsible for commissioning and oversight across all stages of new Government property capital projects, including business planning, development of project delivery strategy, pre-feasibility and feasibility, design, construction, completion and handover stages, ensuring the delivery of new infrastructure and buildings that are fit for purpose and involve the best solutions that bring the most benefits to the organisation and the Island community.

Job specific outcomes

Be responsible for functionally developing, managing and delivering the means and methods of the commissioning execution strategy, schedule and cost for all new property capital projects in order to deliver contracted and commissioned services that support safe, sustainable, affordable and effective delivery of the department's strategy.

Working with the Government Commercial Team, set commissioning plans/protocols that meet Government standards for procurement of contractors and ensure best practices by developing and implementing turnover, pre-commissioning, commissioning, preservation and maintenance processes and systems considering and including contractual requirements, project and construction schedule, reliability, maintenance, materials management, operability reviews and change management.

Be accountable for providing expert technical advice to Senior Management and Ministers on commissioning and partnership management, property capital project spending and relevant legislation, regulation and protocols, to inform decision making on strategic policy and resource allocation, and assessments of capital projects performance against strategic Government objectives. Provide regular reports on project timelines, budget spending and quality to relevant project boards, Corporate Asset Management Board and Regeneration Steering Group.

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 new proposed capital infrastructure strategy, dependencies and long-term operational and commercial impact, and obtaining senior leadership and political sign off as required to facilitate capital programme approval and effective delivery of proposed strategy relevant to each individual

project; also coordinating the liaison with other industry third parties, representing the Department to other departments or authorities, politicians or members of the public to obtain endorsement of proposals for new capital projects.

Be responsible for the commissioning and coordination of design and delivery of detailed and costed discovery work and feasibility studies that include necessary consultation / endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids.

Direct the commissioning, procurement and management of technical resources required for the delivery of capital projects; provide high level oversight and management of the procured external supply chain to support project delivery, 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. 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 monitoring project delivery against agreed capital budgets and service targets and oversee the effectiveness and efficiency of project delivery, holding internal and external service providers to account.

Lead on the commissioning for the planning and construction stages of capital projects related to the delivery of new buildings that remain compliant with local, national and international statutory requirements and industry best practice. Be responsible for monitoring and oversight of public works during the construction phase via external outsourcing or otherwise, ensuring that capital project delivery matches design, and that quality, safety and project specifications are met during the delivery stages of new property capital projects.

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. Lead the implementation and embedding of construction work safety practices across all new property capital projects and ensure that the requirements of the Compliance Manager are met in ensuring the design services understand and adhere to water safety and other statutory requirements.

Lead on the development and implementation of industry leading capital project management system and associated culture. Directly and indirectly lead a team of technical and functional experts to develop best practice risk management programs that manage risk across all phases of the capital project management cycle.

Develop and set in place standard best practices and methodologies in areas such as project safety plans, design safety assessments, safety assessments of service providers, contractors and sub-contractors, in particular in the bid review and selection cycle, applications for construction permitting, construction site set up standards, high hazard work practices, implementing contractor pre-qualification processes, and implementing methodologies to monitor delivery performance on an ongoing basis to ensure that all new property capital projects are delivered in accordance with legal, best practice and best governance standards.

Engage and collaborate with key internal stakeholders across the Property Directorate, the department and Government, including Procurement, Finance, Development and Land, Engineering functions as applicable to each project, to establish internal accountability, drive

capital project delivery and ensure all internal and regulatory standards are met or exceeded. Engage and collaborate with multiple key external stakeholders, ensuring that all players' roles and responsibilities are clearly assigned, defined and communicated.

Be responsible for the coordination of project management and contract administration, through dedicated and shared staff across the departments and Government. Manage project performance by developing and monitoring suitable outcome measures and foster transparency through integrated tools and technology ensuring consistency and accuracy across data types and providing visibility into each stage of the project to ensure availability of accurate, complete, and timely information to make informed technical and commercial decisions throughout each project's lifecycle.

Statutory responsibilities

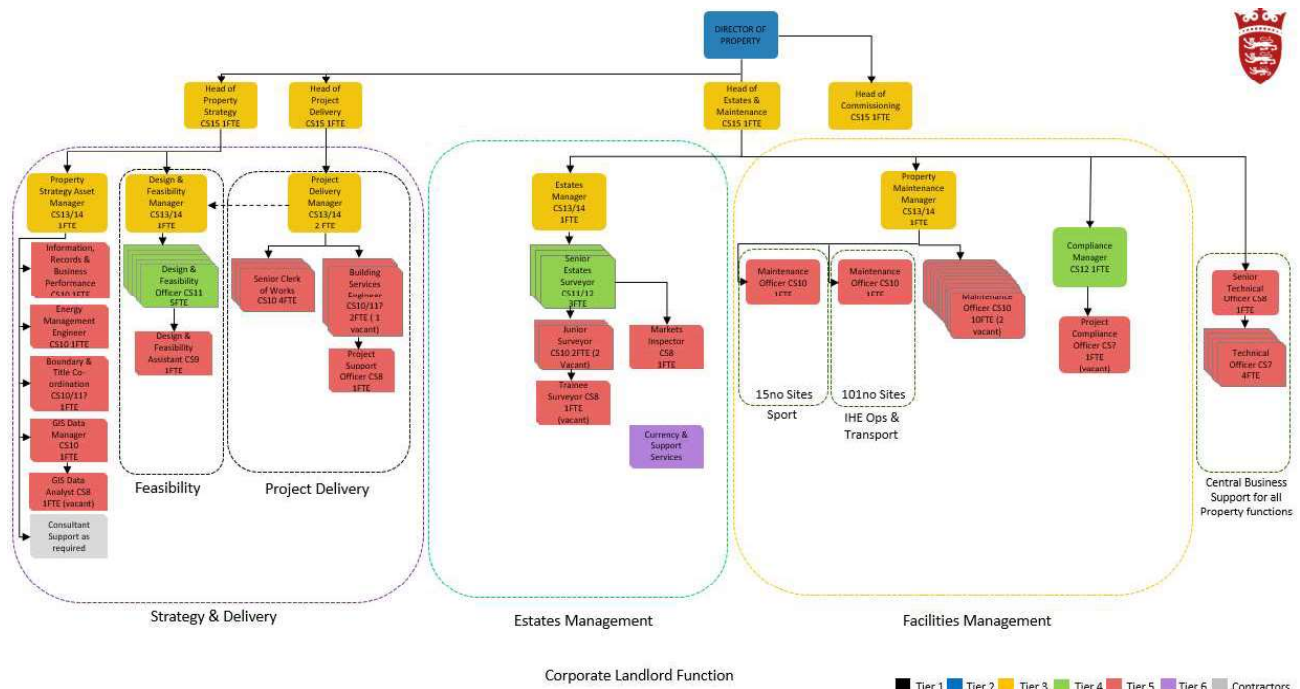
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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 – New 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>Level 7 post graduate qualification or equivalent gained by substantial practical experience in a relevant specialism e.g. Civil Engineering, Surveying, Town and Regional Planning, Urban Design</p> <p>Chartered member of a relevant professional body (e.g. Institute of Civil Engineers, Chartered Institute of Building) or equivalent level</p> <p>Project management qualification at Practitioner level or equivalent.</p> <p>Full or fellow membership of a project management professional institution e.g. Association for Project Management</p> <p>Post graduate management qualification or equivalent experience.</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 international 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>Excellent project management and planning skills and ability to use project management software applications.</p> <p>Numerical skills and the ability to produce accurate management information</p> <p>Ability to manage performance and adequately assess and manage risk.</p> <p>User of CAD and ability to interpret designs.</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</i></p>	<p>Significant experience in commissioning, service redesign, contracts management and change management</p>	

<p><i>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>Project management experience related to major capital projects.</p> <p>Experience in leading multi-disciplinary teams and managing contractors.</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.