



Job Description

Job Title	Head of Commissioning & Project Delivery
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 14
Competency Level	3
Salary	£77,697 - £81,673
Job Type	Hybrid
Location	Citywide with base at Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	
Job Number	D1

Job Purpose

To act as the strategic lead, ensuring the efficient delivery of the Transport & Highways Capital Programme, providing service excellence, cost effectiveness, and managing and developing the Major Highways Infrastructure division as a whole. Providing leadership to the Commissioning & Project Delivery Division ensuring that Liverpool City Council meets its aims, core values and business objectives as set out in the City Plan. To work with key stakeholders and other key partners to develop



and sustain the ability of LCC directly or through strategic partners to further the sustainable regeneration of Liverpool.

To deputise for the Director Sustainable Transport, Highways & Parking when required.

Directly Responsible For:

Project Management Team Leader, Major Works Team Leader, H&S Manager, Commercial Manager/Senior QS, Programme Manager – Live Labs

Directly Responsible To:

Director Sustainable Transport, Highways & Parking

Main Areas of Responsibility:

- To develop and deliver the City Council's Highways Capital Programme ensuring the strategic aims of the City Council, as set out in the Inclusive Growth Plan, are met.
- Develop and maintain partnerships with key stakeholders ensuring delivery of the programme is managed to maintain the operation of the city's transport network.
- To act as the strategic lead on all communications issues in relation to the Highways Capital Programme.
- Develop and maintain a clear understanding of the needs, concerns and expectations of local business and residential communities and ensure they are considered as part of the highway management and maintenance process.
- Effectively manage the Major Highways Infrastructure Division including setting objectives and managing performance.



- Ensure the effective management, strategic direction, development and promotion of the Major Highways Infrastructure Division in accordance with all relevant professional standards and legislative requirements.
- Manage, control and report on overall performance of the Major Highways Infrastructure Division to senior officers and Elected Members.
- Research, interpret and review the implementation of new and existing legislation, codes, Government initiatives on a wide range of service delivery issues to ensure compliance with statutory and other obligations.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To work with the Executive Business Support Team in contributing to the Departmental Marketing and PR Plan, ensuring such activity is planned to maximise positive promotional opportunities.
- To prepare and present reports to Committees and other internal/external groups on related activity.
- To represent the Unit on corporate working groups and at external partnership meetings, including deputising for the Director Sustainable Transport, Highways & Parking when required.
- Contribute to sustainable development in all duties undertaken.
- Observe the City Council's Health and Safety Policy ensuring that the working environment and practices are free from any undue hazards and dangers.
- Ensuring all corporate policy statements are observed and carried out so that the working environment is free from harassment, discrimination and victimisation.
- Promotion of the Service by way of presentations, written and visual material and any other appropriate means. To attend meetings, Committees, presentations, exhibitions etc when required as a representative for the service.



- Develop personal development and continuous professional development opportunities to ensure the achievement of the targets and the Departments business and service aims and objectives.
- Initiate and develop strong working relationships, both internally and externally and maintain effective networks in order to seek out new ideas and innovations to improve service delivery.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Assess staff performance and set appropriate target levels of service. Create a positive learning and working environment through delegation and mentoring.
- Manages performance and behavioural issues effectively.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies.
- Being responsible for ensuring that there is a culture of value for money and compliance with standing orders and financial regulations across the service.



- Bringing to the timely attention of the Strategic Director and/or the Corporate Management any material issues that might impact on the future financial performance or financial management arrangements of the Council.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money.
- Maintaining up to date financial records on the Corporate Finance System.
- Review and challenge business cases to ensure commercial contracts entered to provide value for money. Support the service to review current contractual costs and providing financial advice to ensure value for money.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Undertake site visits where necessary even during times of adverse weather conditions

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 3

The competency framework can be found here.

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Prepared by: Danny Luu

Date: 02 August 2022

Updated: Danny Luu

Date: 11 May 2023

Validated: Dorothy Joyce

Date: 24 May 2023



Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A relevant Civil Engineering qualification
- Membership of relevant professional body e.g. MICE, MCIHT, RICS, RTPI
~~GIH~~(A/I)

Desirable

- Evidence of continuous professional development related to one or more aspects of physical regeneration and development, which reflects commitment to effective management in a large organisation.
- CSCS Health & Safety card

Experience

Essential

- Significant experience in the regeneration field including the development and implementation of Innovation, Net Zero & Civils Works schemes and complex projects/programmes (A/I)
- Experience of working in a diverse and developing environment where you have been instrumental in managing change successfully.
- Experience of presenting related issues to senior managers and associated member bodies.



- Experience of leading and motivating staff in a demanding environment
- Evidence of success in delivering services within tight budget constraints and with limited resources
- Significant experience in the detailed design of highway infrastructure schemes
- Senior experience of approving and sign-off internal and external valuation reports (A/I)
- Knowledge of public sector financing regimes & funding sources (A/I)
- Experience of presenting issues to senior managers, elected Members (including the Mayor and Deputy Mayor) and associated member bodies (A/I)
- Significant technical experience in a relevant discipline (A/I)
- Experience of working with partners (A/I)
- Experience of managing staff (A/I)
- Experience of overseeing public and stakeholder consultation and events (A/I)

Desirable

- Significant experience of working with the public, private & voluntary sectors
- Experience of project management systems
- Experience of working in a value for money environment
- Significant experience at a senior level in a complex and demanding Highways Project Delivery environment.
- Experience in managing a multi-disciplinary team to ensure delivery of high quality highway related projects and services.
- Development and implementation of policies, practices and procedures in line with current government legislation, local priorities and national best practice.



Skills/Abilities

Essential

- Ability to deal in a considerate manner with the public, Councillors, partner organisations and officers (A/I)
- Excellent problem-solving skills (A/I)
- Proven technical and professional skills in relation to physical development and regeneration
- Excellent communication both verbal and written
- Ability to prioritise workload to meet deadlines
- Project and programme management
- Ability to develop solutions to complex issues
- Monitoring and controlling resources
- A comprehensive understanding of and the ability to apply all professional standards, legislation, guidance and codes relevant to physical regeneration and development.
- Excellent communication skill, including the ability to articulate information; to present clear accurate and concise reports to a wide range of audiences reflecting political sensitivities where appropriate.
- The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the City Council's vision and values.

Desirable

- Excellent presentation skills
- Experience of working with community groups, private sector and the public
- Commitment to staff development
- Excellent time management and organisational skills
- Able to work on own initiative



- Proven technical and professional skills in relation to highways management and maintenance.
- Ability to influence at all levels within the organisation and with external agencies or partners.
- Good judgement and the ability to anticipate and plan for the future.

Commitment

Essential

- Demonstrate a commitment to the delivery of projects on time and within budget
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

Other

Essential

- Ability to identify and respond to the needs of the customer

Desirable

- Working understanding of quality systems, including risk management
- Working understanding of Best Value
- Current Full UK Driving Licence



- Willingness to represent the organisation at meetings out of hours

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