

<b>Title</b> Capital and Special Projects Officer.	<b>Department</b> Place	<b>Post Ref.</b>
<b>Job Purpose</b> To be oversee the delivery of the County Council's highway Capital programme and undertake Special Projects as and when required.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Personally and through team members to deliver the targets set down in the Council Plan Place Plan and the Service Plan.</li> <li>2. To resolve any service delivery issues within available resources.</li> <li>3. To improve customer satisfaction levels for his/her service.</li> <li>4. To act as a professional exemplar in carrying out the above duties with a 'can do' attitude.</li> <li>5. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Team Manager.</li> <li>6. To inform the Team Manager of any changes in the operational environment including customer satisfaction issues</li> <li>7. Monitor the delivery of the Capital Programme and where necessary instruct suppliers to undertake remedial actions to ensure the agreed programme is adhered to.</li> <li>8. Produce and maintain a Capital Programme data-base to ensure the Client has immediate access to scheme information.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Specified service targets within agreed resources</li> <li>2. Effective supervision of staff to secure high levels of performance</li> <li>3. Effective management and deployment of an identified budget</li> <li>4. To work collaboratively with the County Council's suppliers</li> <li>5. To undertake accurately and timely analysis of numerous forms of data,</li> <li>6. To ensure the works commissioned by the County Council provide value for money.</li> <li>7. To build positive relationships with other staff and colleagues</li> <li>8. Alert the Team Manager of issues that could affect performance</li> </ol>	

<p>9. Review invoices associated with the delivery of the Capital Programme and make recommendations about payment to the Team Manager.</p> <p>10. Identify invoicing errors and inconsistencies and liaise with the suppliers to ensure these are corrected.</p> <p>11. Undertake Open Book Accounting and interrogate – <i>where appropriate</i> - the financial systems belonging to the County Council's suppliers.</p> <p>12. Undertake face to face interviews with suppliers to collaborate the outcomes of Open Book Accounting.</p> <p>13. Attend site meetings and undertake site inspections of on-going works this will include the completion of site inspection sheets, taking photographs etc.</p> <p>14. Produce financial reports relating to Open Book Accounting and Target Costing and make recommendations the Team Manager, this take the form of 'dash boards', written reports and oral presentations.</p> <p>15. Make monthly presentations to the Term Operational Board which oversees the County Council's contract with Via EM Ltd., this presentation will include – <i>but not be limited to</i> - observations about programme compliance, accuracy of financial data, works quality and SHE (Safety, Health &amp; Environment) concerns.</p>	<p>9. Enhance the image of the County Council as an effective and caring authority and lead in responding to highway related correspondence and enquiries and disseminating information to councillors, the public and other stakeholders. Ensuring the service is effective, efficient, high performing, customer focused and one, which also provides value for money whilst meeting national targets.</p> <p>10. To take the lead role in monitoring and reporting upon the delivery of the Highways Capital programme</p> <p>11. Ensuring County Council takes a leading role in the management of Health, Safety and Environmental compliance.</p> <p>12. Engaging key stakeholders to promote effective partnerships and cooperative working.</p> <p>13. Incorporate sustainability and innovation into highway practice and procedure</p> <p>14. Ensure the provision of accurate and timely advice and responses to MP's, Councillors, the public and others, including cross-divisional inputs on highways matters.</p> <p>15. Promote and develop excellent media and public relations, including attendance at media events (radio and television), press releases, notifications and consultation.</p>
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<p>16.To identify works which have not been completed to a satisfactory standard, report these back to the supplier, agree remedial actions and inspect these works once completed.</p> <p>17.To take the lead role in monitoring and reporting supplier's compliance with the CDM regulations and other legislation relating to construction and working in the Highway</p> <p>18.When required represent the Team Manager at the TOB.</p> <p>19.Represent Highways internally and externally at relevant committees, member's panels, cross-divisional working groups, officer panels, management boards, business meetings and other related industry events.</p> <p>20.Represent the County Council at regional and national committees i.e. participate at the various working Groups which form part of the Midlands Highway Alliance (MHA) and Network 'Rail's Road Rail Partnership'.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

**Person Specification****Education and Knowledge**

1. Chartered or Incorporated Engineer or at least 8 years directly relevant experience.
2. Knowledge and understanding of the main issues affecting the service area.
3. Knowledge and understanding of the CDM regulations and other legislation relating to construction and undertaking works in the Highway
4. Extensive knowledge of highway construction methods, programming and specifications
5. Knowledge of financial processes appropriate to highway works.
6. Knowledge and understanding of contract management, financial planning, and performance management.

**Experience**

1. Minimum 5 years' experience within the service area
2. Experience of planning and organising team work or co-ordinating complex activities
3. Extensive experience of report writing, interrogating financial & engineering information, identifying trends and proposing remedial actions.

**Personal skills and general competencies**

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Sets an excellent example of customer care for other staff.
6. Effectively sets direction for a team providing motivation for all to deliver high performance.
7. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
8. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
9. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
10. Takes an active role in managing risk, health and safety and safe guarding issues.

<ul style="list-style-type: none"> <li>4. Experience of information technology and how it can be used to enhance business delivery. Including Word, Excel, HAMS and GIS.</li> <li>5. To handle diverse and competing priorities within a constantly changing and politically sensitive environment</li> </ul>	<ul style="list-style-type: none"> <li>11. Is able to prioritise a varied and complex workload.</li> <li>12. Is able to manage junior members of staff and to work with the other Principal Officers within the Team to ensure junior members of the team are set realistic and achievable targets.</li> <li>13. Is able to produce timely data for incorporation into the team's reports.</li> <li>14. Is able to manage time and resources effectively to deliver tasks to pre-determined target dates and outputs</li> </ul>
<p><b><i>Role Dimensions</i></b></p> <ul style="list-style-type: none"> <li>1. The post holder will take the lead role in ensuring the County Council's suppliers adhere to agreed works programmes and specifications.</li> <li>2. The post holder will take the lead role in the interrogation, validation and reporting of Capital works delivered by Via EM Ltd. on behalf of the county Council, the annual value of these works is circa £20,000,000</li> <li>3. The post holder will have be responsible for the day to day management of the team's Clerk of Works and those elements of the team's Statutory Compliance Officer work load which relate to the post holder's duties.</li> <li>4. The post holder will also be responsible for other ad-hoc Special Projects which will be of equivalent complexity to the role described above.</li> </ul> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date