Northumberland County Council

JOB DESCRIPTION

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| **Post Title:** Ashington, Blyth and Tyne Rail Programme Manager | | | **Director/Service/Sector:** Local Services, Technical Services | | **Office Use** |
| **Band:** 13 | | | **Workplace:** County Hall/ Area Based | | JE ref: Z130  HRMS ref: |
| **Responsible to:** Head of Technical Services | | | **Date:** January 2015 | **Lead & Man Induction:** |
| **Job Purpose:**  To deliver the programme to extend passenger rail transport from Newcastle to Blyth and Ashington.  To provide effective leadership and be accountable for the co-ordination, management, and effective success of the project.  To liaise with others on the strategic and economic case, funding and legal aspects, commissioning governance for railway investment programme (GRIP), design and construction, franchise and operation, land assembly and property acquisition, development delivery, land value uplift and core strategy and stakeholder engagement.  To make a positive and effective contribution to the overall management of the Local Services Directorate.  To instil a culture of Customer Care and Engagement across the Directorate. | | | | | |
|  | Staff | Manage and lead teams of Professional, Technical, Finance and Administrative support staff involved in the programme and, as necessary Interims and Sub-Contractors providing front line and or back office services. | | | |
| Finance | | Effectively manage major projects in excess of £60 million with contractors, clients, community partners and other external agents. | | | |
| Physical | | Effectively manage a sizable portfolio of physical assets required for project. | | | |
| Clients | | Leads, develops and oversees the rail extension programme which has a significant impact upon the wellbeing of all services and residents in South East Northumberland. Ensure compliance with relevant legislation, council policies and procedures. | | | |
| **Duties and key result areas:**   1. Successfully deliver the rail extension programme on time and within budget ensuring compliance with corporate values and objectives. 2. Direct relationship with Corporate Director as corporate sponsor and on other projects which are part of the wider programme. 3. Determine, manage, delegate and direct the most effective utilisation of human (including sub-contractors), physical and financial resources required for the project to effectively achieve corporate objectives, within allocated budgets and in an imaginative and innovative way. 4. To effectively manage a substantial team of professionals and managers, who will be overseeing the delivery of the project, on a day-to-day basis. 5. Ensure the provision of timely and accurate advice and information on the project. 6. Read and understand the operating environment to ensure that services develop, remain viable, responsive and totally customer focused. 7. Ensure that an efficient, high quality and cost effective service is delivered by private sector partners, commissioned to provide additional professional support, to ensure the delivery of the Council’s agreed priorities. To provide professional advice to and develop working relationships with elected members, Executive Directors, or Heads of Service on strategic matters, relating to the project 8. To develop, implement and operate effective and efficient, project management frameworks that ensure they are embodied in the way the Authority provides its services. 9. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Local Services Directorate strategies, policies and practices, in accordance with externally accredited quality systems. 10. To effectively supervise and motivate staff and individuals by co-ordinating, directing and delegating work, as appropriate, providing clear guidance and motivating staff to achieve service objectives. Implement quality standards, planning and workforce development processes, within the service and assist in the recruitment, selection, induction, discipline, training and development of staff within the service, as appropriate. Always maintaining positive relationships with employees. 11. Promote and maintain procedures and safe systems of working to comply with Health & Safety and employment legislation. 12. Maintain effective management, communication systems and processes within the service and, in conjunction with senior colleagues, ensure that employees, at all levels, are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies. 13. Continuously promote effective partnership arrangements, for the delivery of high quality services, through effective and constructive relationships with colleagues and external contacts. 14. Ensure effective joint working and planning with all relevant external agencies, so as to promote effective collaboration and to maximise the Council’s role, function and influence in relation to all aspects of service provision, including actively promoting the role of the service and Council at local, regional and national level. 15. To be proactive in the identification of opportunities for ‘value for money improvements’, in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary. 16. As an integral member of the Technical Services Senior Management Team, lead and fully participate in the corporate planning and management processes for the service. 17. To actively promote and represent the interests of Northumberland and the County Council, in relation to service activities and policies at a local regional and national level, as appropriate, particularly through participation in relevant programmes, showcasing good practice and contributing to exchange networks. 18. To interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation. 19. To be accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.   The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Involves travel to work sites and area offices throughout the County and further afield on occasion.  Normal office hours but flexi-hours may apply, if cover provided.  Predominantly office based but with some regular exposure to working outdoors. | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** Ashington, Blyth and Tyne Rail Programme Manager | | **Director/Service/Sector:** Local Services, Technical Services | Ref: Z130 | |
| Essential | | Desirable | **Assess by** | |
| **Qualifications and Knowledge** | | | | |
| Engineering Degree, together with evidence of recent relevant Management Training.  PRINCE 2 or other project management qualification plus extensive experience.  Evidence of experience and appreciation of cross-cutting issues and challenges.  In-depth knowledge of professional theory, practice and procedures.  Knowledge of current inter/national laws, regulations, policies, procedures, trends and developments.  Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessments.  Thorough understanding of Health & Safety legislation and the ability to produce concise but accurate risk assessments.  Thorough understanding of contemporary issues within the service.  Evidence of continuing professional and managerial development. | | Relevant management degree e.g. MBA, DMS  Evidence of recent and relevant management training.  Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. | |  |
| **Experience** | | | | |
| Extensive experience in the public rail transport field.  A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work solutions.  An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity.  A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.  Experience and a proven track record in the formulation and delivery of strategies and polices within an organisation of comparable scope and complexity.  Experience and demonstrable success in the management of change and of securing the support of others in the process.  Experience of resource management within a comparable organisation.  A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. | | Experience of a range of strategic management functions.  Knowledge of local government corporate management systems.  Substantial experience of working successfully in partnership with public and private sector organisations.  Evidence of successfully supervising staff and their productivity. | |  |
| **Skills and competencies** | | | | |
| Ability to disseminate acquired knowledge.  Ability to motivate and develop staff.  Ability to work effectively and take the initiative.  Prepares written, verbal and other media communications in a concise way but to best professional standards.  Effectively expresses views, using appropriate means, dependent on audience.  Numerate and able to effectively analyse and interpret complex business statistics.  Persistence in applying a methodical approach to problem solving.  Negotiation skills and able to persuade others to an alternative point of view.  Is an effective advocate for the team, both within and externally.  Maintains a professional demeanour in stressful and difficult situations.  Highly effective in presenting information and expressing appropriate views.  Budgeting and financial management skills.  Well developed skills in Microsoft Office and general IT skills and awareness.  Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing staff and fostering a positive organisational culture.  Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence.  Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.  Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.  Well-developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Customer orientation and core skills.  Financial and commercial awareness.  Well-developed interpersonal and communication skills, to relate effectively to and command respect, trust and confidence of colleagues, Council Members and other stakeholders. | |  | |  |
| **Physical, mental and emotional demands** | | | | |
| Normally works from a seated position but with regular need to walk, bend or carry items.  Need to maintain general awareness with some lengthy periods of enhanced concentration.  Regular contact with public/clients in dispute/negotiations with the Council.  Some exposure to working outdoors as necessary. | |  | |  |
| **Motivation** | | | | |
| A corporate orientation and a commitment to tackling issues in a non-departmental manner.  Dependable, reliable and keeps good time.  Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.  Models and encourages high standards of honesty, integrity, openness and respect for others.  Helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued.  Proactive and achievement orientated.  Works with little direct supervision.  Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. | |  | |  |
| **Other** | | | | |
| The ability to drive and, as necessary, work unsocial working hours.  Ability to meet the transport requirements of the post. |  | | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits