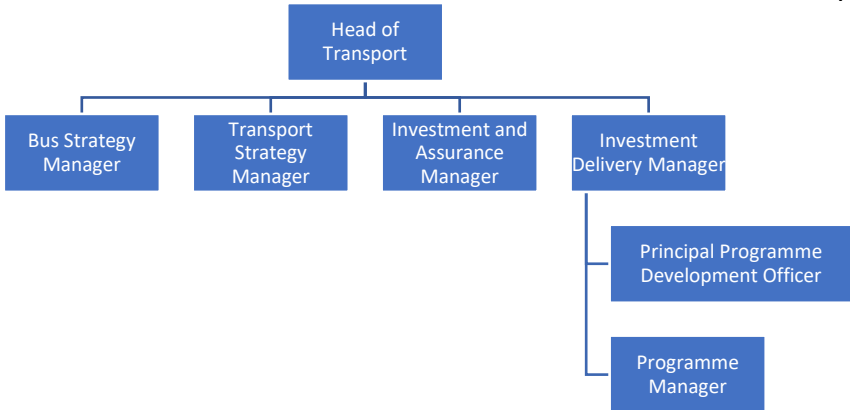


Job Description & Person Specification	
GLCCA Area: Transport	Job Ref Number:
Contract: Permanent	Grade: 12
Politically Sensitive: No	
Job Title: Investment Delivery Manager	
PURPOSE OF JOB: The Investment Delivery Manager provides strategic leadership for the development, governance and delivery of the Greater Lincolnshire Combined County Authority's transport investment portfolio. The postholder is accountable for establishing and maintaining the systems, partnerships, delivery models and assurance arrangements required to oversee the successful delivery of multi-million-pound transport investment programmes across Greater Lincolnshire. Acting as the Authority's senior client representative for transport capital investment, the role ensures that public funding is deployed effectively, delivers agreed economic and transport outcomes, and provides clear accountability to senior officers, Members, Government departments and external funding bodies. The postholder will operate within a highly complex partnership environment, influencing Constituent Authorities, delivery partners, consultants, contractors and government agencies to secure successful delivery of the Local Transport Delivery Plan and wider transport investment ambitions.	
TEAM STRUCTURE: The Investment Delivery Manager heads up the Investment Delivery Team and reports into the Head of Transport. Whilst there is no organisational reporting line into the centralised Programme Management capability, the role will require a strong collaborative link to this central function area; this should be viewed as a 'dotted reporting line'.  <pre> graph TD H[Head of Transport] --> B[Bus Strategy Manager] H --> T[Transport Strategy Manager] H --> I[Investment and Assurance Manager] H --> ID[Investment Delivery Manager] ID -.-> P[Principal Programme Development Officer] ID -.-> PM[Programme Manager] </pre>	

MAIN DUTIES:	
The Post Holder will be directly responsible for successfully executing the following duties:	
1	Establish and operate enduring ways of working, systems and reporting cadence that provides visibility of all Capital Transport activity within the Greater Lincolnshire area, regardless of delivery model.
2	Lead the strategic development, approval, governance and performance management of the Local Transport Delivery Plan, ensuring alignment with national policy, regional priorities and the Authority's long-term economic growth ambitions.
3	Leads the development of a longer-term Strategy Plan for capital investment that drives a longer-term position for the LTDP pipeline.
4	Sponsor and act as client representative for Capitalised Transport Schemes that GLCCA will directly manage.
5	Establish an appropriate scale and capability of Capital Delivery Supply Chain to achieve the outcomes directly managed by GLCCA; working with Corporate functions (esp, procurement, commercial and legal) to appoint partners under appropriate delivery models and contractual terms.
6	Identify and establish those areas of Project and Programme management / controls that require a GLCCA standard, policy or process. Lead the authoring, roll-out and ongoing adherence to these approaches, working closely with counterparts in Constituent Councils to ensure requirements are understood and followed.
8	Support the Investment and Assurance Manager in undertaking reviews on M&E returns; providing a 'delivery lens and point of view' on the stated performance levels.
9	Provide strategic advice and briefings to senior officers, elected members, boards and committees regarding programme performance, investment priorities, risk exposure and delivery interventions.
10	Establish a delivery model and way of working with the Centralised Programme Management capability within GLCCA – pulling on this resource to support the team as required.
11	Act as Senior Responsible Officer or Executive Client for transport investment programmes, ensuring appropriate governance, commercial oversight, risk management and benefits realisation arrangements are in place.
As a Team Leader, the Post Holder will also be required to successfully deliver through others, leading a small team to execute the following key duties:	
1	Develop, gain approval for and undertake ongoing management of the LTDP, interfacing with stakeholders to ensure performance is visible, risks mitigated and issues escalated.
2	Develop and implement project and programme management policies and procedures
3	Provide technical leadership and guidance to projects on the application of GLCCA delivery policies, standards and procedures
4	Undertake management of 3 rd party service providers for schemes owned by GLCCA.
This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.	

PERSON SPECIFICATION	
Requirements	Essential/ Desirable
Degree level qualification in relevant subject area or equivalent experience	E
Relevant professional qualification in either a business, education, HR or training discipline	D
Membership of relevant professional body	D
Experience of operating at a senior management level in a complex, diverse organisation, preferably public sector/local government.	E
Experience of managing major capital investment programmes.	E
Experience of commissioning and managing external delivery partners.	E

Experience of partnership working negotiation and the ability to influence decisions to secure the aims of the organisation	E
Experience of developing and implementing internal control frameworks and commissioning systems and processes.	E
Experience of delivering against competing priorities and deadlines	D
Experience of contract and commercial management.	E
Experience of managing significant public-sector investment funding.	E
Thorough understanding of national and local government developments, policy and emerging trends.	D
Ability to provide and receive highly complex, sensitive and contentious information	E
Negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	E
Ability to analyse complex facts and situations and develop a range of recommendations or options	E
Ability to make decisions autonomously, when required, on difficult and contentious issues where there may be a number of courses of action, working to tight and often changing timescales .	E
Ability to work at pace and plan and organise a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances	E
Highly developed problem-solving skills and the ability to respond to sudden, unexpected demands	E
A clear strategic and lateral thinker, able to be a clear and effective decision maker in a complex and challenging environment	E
High level of inter-personal skills which deliver collaborative, and coproduction working with a wide range of partners and stakeholders and the ability to develop and maintain mature relationships and effective networks	E
A high degree of personal and professional probity, integrity and credibility that sustains the confidence and trust of Members, senior managers, staff and external partners and stakeholders, that fosters a positive reputation for the organisation	E
Ability to operate in a complex, political environment and act decisively within the context of accurately analysing the risks and benefits of different courses of action	E

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with GLCCA policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.