

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 04302
-----------------------------	------------------------------

Service Area: Design Services	Grade: G14
--------------------------------------	-------------------

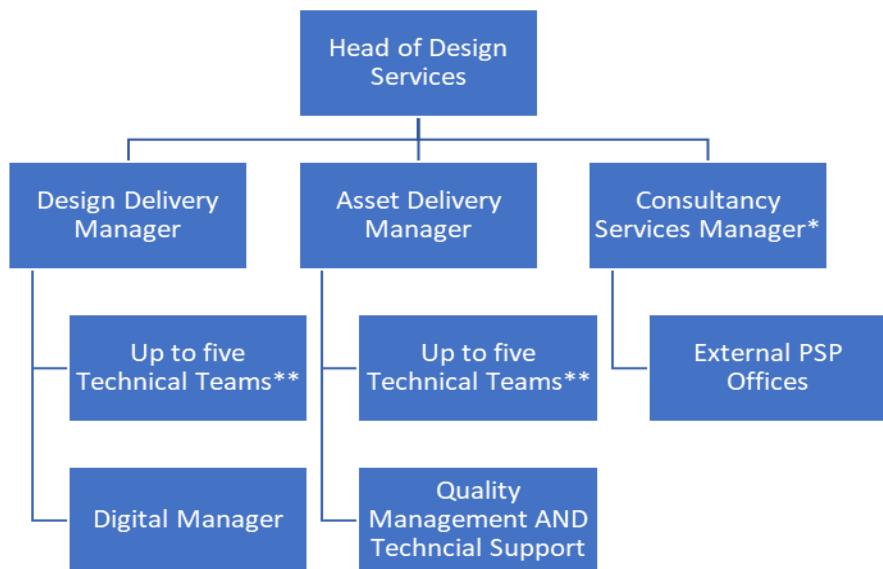
Job Title: Design Delivery Manager

PURPOSE OF JOB:

Take senior manager responsibility for multiple teams that manage, plan, prepare and develop the delivery of high value (multimillion pound) and / or complex infrastructure projects, major highway schemes and specialist asset-related programmes of work for Lincolnshire County Council and other clients.

Manage and develop professional engineering services delivered by TSP, providing specialist, technical services and advice within LCC, regionally and nationally and for other clients on all matters relating to highway-related engineering, construction supervision and contract management.

TEAM STRUCTURE:



* This post is supplied by the Professional Services Partner (PSP)

** Integrated teams of LCC and PSP staff

MAIN DUTIES:

1.	Develop and maintain strong and effective partnership relationships with commissioners (internal and external clients) and their teams.
2.	To monitor and review the Key Performance Indicators for TSP and actively promote and pursue a continuous improvement agenda.

3.	Be responsible for multiple teams (up to 60 people) across a range of specialist engineering fields (eg drainage, traffic signals, street lighting, structures, signs, roads), including posts occupied by PSP staff embedded in these teams.
4.	To effectively monitor managed teams' workload and resources, to ensure TSP's overall targets are delivered.
5.	To set an example in following the management, operation and continued development of TSP's ISO 9001 accredited Management System.
6.	To be the service lead for carbon management initiatives, influencing the same across the whole of Highways.
7.	To be the service lead for digital engineering, through developing, implementing, monitoring and maintaining a digital strategy incorporating processes, practices, policies, innovation, hardware and software.
8.	Programming and Planning of Work, Health and Safety Management, Risk Management, Procurement and HR/Personnel matters for TSP.
9.	To contribute to the corporate working of the Authority and wider initiatives by undertaking cross cutting projects and participating in working parties, review groups etc. in TSP, Highways, Place and corporately.
10.	Continuously look for synergies and efficiency savings across area of responsibility.
11.	To work with the Executive, the relevant portfolio holder and elected members in delivering Design Services to support the democratic processes of the Council.
12.	Help inform investment strategies to help the Council deliver services to suit political priorities and deal with changes as they arise.
13.	As a Senior Manager, to create a positive image of TSP, the Highways Service and the County Council.
14.	To deliver excellent customer service, incorporating the Council's equality and diversity objectives and help the council to achieve best practice in all it delivers.
15.	To ensure TSP remains up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
16.	Participate in an on call rota to provide cover to deal with occasional emergencies as required.
17.	Set Policies, Processes and Protocols within TSP and monitor their use to ensure they are consistently being adhered to.
18.	Be Delegated Engineer or Supervising Civil Engineer under the ICE approved training scheme.
19.	Actively promote a positive health, safety and wellbeing culture within TSP and Highways.
20.	Represent the County Council on specialist matters in a court of law or at Public Inquiry.
21.	Develop and manage TSP's use of approved suppliers of delivery plans for Apprenticeship Standards.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential/ Desirable
SKILLS		
Business planning and monitoring.	A I	E
Organisational review and change.	A I	D
Innovative across all areas of skills and knowledge.	A I P	E
Provide an integrated approach to performance management, quality standards and service delivery.	A I	E
Embed new ways of thinking and working.	A I	E
Able to travel around the county (e.g. possess a driver's license).	A	E
Collaboratively work in partnership with public and private sector partners (including contractors and consultants).	A I P	E
Customer care and interpersonal skills.	A I P	E
Proactive in overseeing management of projects, focused on delivery to time, cost and quality.	A I	E
An experienced negotiator.	A I T	E
An active problem solver.	A I T P	E
Able to take staff with you in decisions.	I T P	E
Building own and team's relationships with colleagues across the organization.	I T	E
Comfortable working with ambiguity and uncertainty.	I T	E
Self-motivated and organized.	A I T P	E
Good written English communication and comprehension.	A	E
Good verbal English communication.	I P	E
Good numerical skills.	A	E
Good spatial awareness skills (including interpreting plans and technical drawings).	A	E
Developing and mentoring staff.	A I	E
QUALIFICATIONS		
Certified technical and professional competence, proved through IEng or CEng Membership of an appropriate professional institution achieved through independent review or test.	A I	E
Enhanced technical and professional competence proved through attaining Fellowship of an appropriate professional institution achieved through independent review or test.	A	D
Appropriate certification through the Construction Skills Certification Scheme (achieved in probationary period if necessary).	A	E
IOSH or LCC equivalent Managing Safely Certificate (commenced in probationary period if necessary).	A	E
Relevant management qualification.	A	D
KNOWLEDGE		
Knowledge of relevant specialist software.	A I	E
Proven knowledge of the NEC, especially the Engineering Construction, Term Service and Professional Service contracts.	A I	E
Sustained knowledge and experience of the effective management / supervision of staff.	A I T	E
Working knowledge of the roles under the CDM Regulations.	A I	E

Specialist knowledge of relevant design standards, specifications, construction techniques and legal regulations relating to at least one of TSP's specialist technical areas.	A I	E
Relevant knowledge of specialist design and analysis IT systems and software.	A I	E
Working knowledge of BIM and ISO 19650.	A I	E
Working knowledge of a Management System certified to ISO 9001	A I	E
EXPERIENCE		
Experience in a significant management role in a similar environment	A I	E
Experience in managing budgets and financial reporting to meet the County Council's Financial Regulations and Procedures.	A I	E
Experience of acting as Project Manager under NEC Engineering and Construction Contracts.	A I	D
Significant technical experience in design, maintenance, improvement, and construction supervision of highway related assets (10 years).	A I	E
Preparation of appropriately detailed risk assessments for projects and strategic risk.	A I	E
Developing, implementing, monitoring and maintaining a digital strategy in a related environment.	A I	E
Leading on carbon management in engineering design and asset-related projects and programmes.	A I	E
Performance management of services, including development and monitoring of key performance indicators, setting of targets and challenging below target performance.	A I	E
Experience in the recruitment, retention, management of and succession planning for staff.	A I	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 [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council 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.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.