

Issue 01/10

Job Description and Particulars of Appointment

1a. Details of Post

- Job Title: North West Relief Road Project Executive Manager
- Post Number:
- Grade and SCP: C6
- Corporate Function:

1b. Service Area & Team

Shropshire Council is undergoing a large scale transformation programme aimed at 'Creating a better future', which puts improving the quality of life of all local people at the heart of everything we do.

Their satisfaction will drive our decision making and we are committed to changing for the better, by working together in new ways across the whole council and with our local partners. Front line services will be empowered to make decisions on the best form of service delivery and will have control of the necessary resources to do so.

As part of this transformation programme, the Council has bid for external funding in order to deliver step change, transformational major infrastructure projects that deliver on the Economic and Growth ambitions outlined in the Councils high level strategies.

From 1st April 2019, Shropshire Council has been awarded DfT funding of £54m toward the delivery of the Shrewsbury North West Relief Road (SNWRR). With local funding contributions, the project value totals £71m. This represents the single largest infrastructure scheme that Shropshire Council has ever committed to deliver.

The SNWRR project programme stipulates that a planning application, scheme design, consultation, procurement and construction phase will be completed within 5 years. The planned completion date is April 2024.

2. Level & Purpose of Post

As North West Relief Road Project Executive Manager this post will ensure that the scheme programme is delivered within set timescales, on agreed budgets and achieves the outputs stipulated within the SNWRR Outline Business and case. As part of the role, the development, consultation on, and delivery of a Full Business Case within the first 2 years will also be required.

The post holder must be an enthusiastic, proactive and self-assured individual who can demonstrate significant recent experience and success in managing Major Scheme programmes and project leadership.

As SNWRR Project Executive Manager, sitting within Highways & Transport, the role will ensure, through leadership and primary accountability for the project, that it will be fully integrated into a cross service high performing team leading on the delivery of multiple packages of work to ensure that Shropshire Councils Economic Growth strategy is delivered.

The SNWRR will be delivered in partnership with WSP, the Councils Term Engineering Consultant, and the post will be responsible for all liaison, work programming, instructions, budget management and performance management of the supporting consultants throughout the SNWRR programme.

The role will be the primary point of contact and liaison with external funders and stakeholders throughout the 5 year programme, to include executive level project coordination with Department for Transport, Highways England, The Marches Local Enterprise Partnership, Welsh Government, and key strategic development site promoters within Shropshire and Shrewsbury BiD.

This role will also be the primary representative of the SNWRR Project internally within Shropshire Council and will lead on all liaison with supporting Directorates, Senior Council Management, Local Members and Portfolio Holders.

3. Key Responsibilities

The post holder will be:

- Responsible to Highways, Transport & Environmental Commissioning Manager who is in turn responsible for the post holder's health and safety, training and development.
- Responsible to the Chief Executive and Leader of the Council in regards to the delivery of the project
- Fully accountable for the successful delivery of the SNWRR Project as defined in the DfTs contractual terms and conditions.
- Build effective relations with both internal and external partners at an executive level as required in order achieve specified outcomes, and will be expected to have direct authority and responsibility over those involved in the SNWRR Project, both internally, and when commissioning external support.

4. Main Duties

- To take primary responsibility for all aspects of the delivery of the £71m SNWRR Project, responsible and accountable for the management, design, consultation, planning application and constructor appointment of the scheme.
- To be accountable for programme management within set funding contractual terms and conditions
- To be responsible for cost forecasting and budget management, and to manage external funding claims for the SNWRR Project.
- To assemble and manage the internal Council delivery team required for the SNWRR Project, working across directorates as required. This will include

managing input and coordination with the Councils existing Planning, Finance, Ecology, Communications, Estates and HR Teams.

- To be solely responsible for the commissioning of external WSP support as required to deliver the SNWRR Project Programme, to include the financial sustainability and effective management of resources as prescribed and contracted within the WSP project brief. The post holder will manage a consultant team and their work, the size of the team varying to meet the varying demands of the SNWRR Project. The members of the external team will be based locally and co-located, nationally and internationally.
- To act as Primary contact for all Communications around the SNWRR Project
- To lead on all internal communications and reporting directly, up to Chief Executive Level through SMT and DMT structures.
- To manage all Member, Portfolio Holder and Key Stakeholder liaison and consultation.
- Create and develop long term and trusted partnerships with internal colleagues, customers and stakeholders by acting as the lead advocate, expert adviser, marketer and communicator for the SNWRR Project as required.
- To act as primary SNWRR Project representative with The Marches LEP, Highways England, DfT, Homes England, West Midlands Combined Authority, major development scheme promoters, regional and national funding partners, Network Rail and the Secretary of State in order to advance the SNWRR Project and inspire confidence
- To lead on and effectively manage aspects of the SNWRR project related to the delivery of the Councils wider Housing and Employment growth targets where cross directorate working will be required
- Act as the SNWRR projects primary representative on related major transport infrastructure initiatives and associated planning applications.
- Embed and adopt new and innovative working practices both internally and with Shropshire Councils key term contactors WSP.
- Ensure that all decisions and actions taken in relation to the SNWRR Project are done so with commercial awareness
- Undertake regular presentations, some of which will be at national level
- Ensure appropriate financial controls are in place to ensure corporate and contractual needs are met
- Be responsible for the management of SNWRR Projects risk to the organisation, its employees, customers, reputation, assets and interests of stakeholders.
- Understand, document and oversee management of dependencies between the SNWRR project and other projects, taking necessary action to resolve any risks or issues related to dependencies.
- Lead the Strategic Infrastructure projects outside of the SNWRR through the management of their team

These duties are illustrative and not exhaustive. The post holder will be expected to continue to be involved in a range of work and schemes outside of the SNWRR Project as required, to enable the wider service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

5. Performance & Customer Focus

The post holder will ensure they:

- adopt a customer focused approach when delivering the SNWRR Project, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for the SNWRR project and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Review Process, learns from experience and is committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet the wider team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.

The key accountabilities of the post will be:

- Responsible for setting and delivering the strategy and forward business plan for the SNWRR Project.
- Provide direction and management of the SNWRR project to deliver other strategic projects aligned to asset management methodology, on time and in budget
- Ensure Highways & Transport & related policies are up to date and are communicated to key stakeholders
- Be proactive in horizon scanning to ensure the Service is able to better anticipate and adapt to change and minimise risk in relation to strategic infrastructure on highways and allied areas
- Provide strategic direction and leadership of a team of internal specialists, commissioners and external consultants
- Promoting service excellence and improved ways of working within the team, across the Service and with key stakeholders
- Proactive in working with internal colleagues, consultants and external agencies to Identify and capitalise on funding opportunities for the wider Service

6. Conditions of Service

- a) The conditions of service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by the Council.
- b) The post is based at Shirehall.
- c) This post is subject to the following:

- The post is permanent
 - Normal office hours are 7am to 7pm Monday - Friday and 8am-1pm Saturday
 - The post is subject to the Council's annualised hours scheme as implemented within the specific work area.
 - Additional payments do not apply.
- d) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- e) Annual leave entitlement is pro rata for 25 days per year (as from 1 October 2011) plus additional days for long service. Bank holidays also apply. A concessionary day at Christmas Bank Holiday is at the Council's discretion.
- f) The appointment is subject to 3 month's notice in writing on either side.
- g) The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- h) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- i) It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed flat rate per mile.

7. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

Post holder

Line Manager

Date:

Date: