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# JOB DESCRIPTION

**Job Title:** Head of Infrastructure Projects and Contracts

**Directorate & Section/Unit:** Economy & Infrastructure Directorate

**Reporting to:** Assistant Director -

**Responsible for:** Project Office Manager and Infrastructure Programme Commissioner

**Salary Grade:** PO7

**DMA Management Level:** Level 2 Manager

**DMA Span of Control (Direct Reports):** 2

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values:

* ***Customer Focus -*** Ensure delivery of a high-quality service which meets the needs of

 customers

* ***Can Do Culture -*** Be proactive to achieve excellence, finding solutions and creative

 ways of working

* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making,

 ensuring services are responsive.

## Purpose of job:

* To lead the planning, procurement, delivery, and performance management of a diverse portfolio of infrastructure projects and contracts across highways, transport, and property assets, including schools.
* The role will ensure the council’s capital and infrastructure programmes are delivered to high standards of quality, cost-efficiency, compliance, and sustainability.

## Main Activities & Responsibilities:

**Strategic Leadership & Management**

* Provide strategic leadership for the development and delivery of infrastructure projects, ensuring alignment with council priorities, statutory obligations, and community needs.
* Lead a multidisciplinary team of project managers, engineers, contract officers, and consultants to deliver complex capital programmes.
* Develop and implement long-term plans for the delivery and management of infrastructure assets - transport, highways, and property (including educational estates).
* Ensure the right contractual arrangements are in place to secure delivery of infrastructure plans.

**Programme & Project Delivery**

* Oversee end-to-end delivery of major and minor capital projects across highways, schools, and public infrastructure, from feasibility through to completion.
* Ensure robust project governance, including risk management, budget control, and stakeholder engagement.
* Champion innovative, sustainable, and cost-effective design and delivery methods, including digital project management tools.

**Contract & Supplier Management**

* Lead the procurement and management of major infrastructure-related contracts, including the use of frameworks and partnerships with external contractors, consultants, and service providers.
* Manage contract performance to ensure value for money, legal compliance, and delivery against key milestones.
* Drive continuous improvement in supplier performance, ensuring adherence to health and safety, quality standards, and environmental responsibilities.

**Stakeholder Engagement**

* Act as the council’s principal advisor and spokesperson on infrastructure projects and contracts.
* Build and maintain effective relationships with elected members, senior council officers, local communities, partner organisations, and government agencies.
* Ensure clear communication and reporting to internal and external stakeholders, including briefings, committee papers, and public consultations.

**Financial & Performance Management**

* Develop, manage, and report on multi-million-pound capital programme.
* Ensure robust financial controls and forecasting to maintain cost certainty and programme efficiency.
* Establish KPIs and reporting mechanisms to monitor project and contract performance.
* Secure funding through, various routes, to develop and deliver infrastructure projects.

## Generic Accountabilities:

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy

## Contacts:

 In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers,

statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers

## Additional Information:

* The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, internal and external clients and within a timely manner
* The Council reserves the right to alter the content of this job description, to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act.

Author: Rachel Hill Date: 28th May 2025 Date of grading confirmation: 5th June 2025

WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.

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# PERSON SPECIFICATION

**Job Title:** Head of Infrastructure Projects and Contracts

**Directorate & Section/Unit:** Economy & Infrastructure

**Salary Grade:** PO7

**Essential Criteria:**

## EXPERIENCE:

It is **essential** that the post holder has:

* Substantial experience of contract management, procurement frameworks (e.g., NEC, JCT), and performance monitoring.
* Substantial experience of managing multidisciplinary teams and external contractors/consultants at a senior level.
* Substantial recent experience leading large scale, complex infrastructure projects and programmes across highways, transport, and property.
* Extensive and demonstrable experience of working in a complex environment, including project development.
* Significant experience of providing a proactive, positive and create approach to programme delivery and resolution of issues.
* Substantial experience of managing capital and revenue budgets.
* Significant experience of leading bidding processes across all stages.

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

* Expert in leadership, communication, negotiation, influencing and project management skills, coupled with networking skills that inspire trust, encourage forward thinking and involvement.
* Expert knowledge of commercial practices and commissioning, including public sector procurement regulations.
* Expert knowledge of current legislation governing major infrastructure projects, including health & safety and planning, such as the Town and Country Planning Act, Compulsory Purchase of Land Regulations, Wildlife and Countryside Act and the Equalities Act.
* Ability to think, plan and act strategically and prepare strategic reports and documentation.
* Ability to analyse and interpret data and to communicate key points clearly, simplifying complex areas of work.
* Ability to identify and manage the risk factors associated with project implementation including those risks concerned with the legal financial and political nature of projects.
* Ability to make decisions in a confident and unhesitating way, even in conditions of some uncertainty.
* Financial management skills including understanding of key income and funding streams and their application.
* Ability to work credibly with different workstreams, organisations, contractors and service providers etc., quickly establishing and maintaining productive partnerships to deliver complex, high-profile programmes.
* A comprehensive knowledge and understanding of the political framework within local and central government and proven political sensitivity.
* Detailed knowledge of the issues facing local government and the wider economy.

**It is desirable that the post holder has:**

* Experience working within or with local government or the wider public sector.
* Familiarity with school building standards, DfE guidance, and asset planning.

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

* Level 7 qualification (e.g. degree) or equivalent relevant compensatory experience in civil engineering, construction, project management, or related field’
* Relevant management qualification or evidence of former and ongoing management development.
* Recognised Project Management / Programme Management qualification e.g. Prince 2 or evidence of significant relevant work experience in this area.

It is desirable that the post holder has:

* Membership of a relevant professional body (e.g., RICS, ICE, CIOB, APM) is desirable.

## ADDITIONAL INFORMATION

It is **essential** that the post holder has:

The post holder must be able to travel away from an office base as is necessary to fulfil the role.

Author: Rachel Hill Date: 28th May 2025