|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Description** | | | | |
| **Job Title:** | | Technical Director | | |
| **Grade:** | | 14 | **Post No:** |  |
| **Directorate:** | | Technical | | |
| **Job Purpose** | | | | |
| * Lead and manage a team of programme managers, project managers and Infrastructure professionals to fulfil OPDC’s business plan objectives and long term regeneration vision, leading the Corporation’s development delivery and infrastructure programmes. * Provide strategic oversight of a portfolio of major projects through the full lifecycle, leading on financial control and governance, providing advice and leadership to both the internal team and a diverse team of technical consultants and project managers. * Lead all Infrastructure activity across the Corporation, ensuring excellence and innovation in everything that we do, ensuring buy-in and support from the GLA and wider stakeholders.      * Lead the Programme and Project Management discipline across the Corporation ensuring best practice programme and project delivery in line with Government and Infrastructure and Project Authority (IPA) Best Practice. * As member of the senior management team you will contribute fully to the OPDC overall business planning and programme management functions ensuring effective delivery against targets and objectives. | | | | |
| **Principal accountabilities** | | | | |
| 1. Lead the delivery of major programmes and projects, from strategy development, feasibility stage through to completion to deliver viable, vibrant and sustainable mixed use districts across the OPDC area in a way that integrates with existing communities. 2. Lead the financial control and governance of all programmes and the preparation and presentation of all necessary requests for authorisations including business cases, strategic papers, optioneering reports, expenditure and budget forecasts, resource forecast and funding requirements. 3. Lead the phasing for the delivery of all infrastructure, the activity schedules for the execution, budgets and resource plans to align with the delivery targets of the overall development programme, liaising as appropriate with the Directors of Commercial, Planning and Finance. 4. Liaise as appropriate with Statutory Undertakers, other infrastructure agencies and Government agencies to understand planned works and to gain alignment with OPDC delivery requirements. 5. Work closely with Network Rail and other infrastructure asset owners or operators to secure asset protection/possession agreements to facilitate the delivery of transport infrastructure. 6. Lead engagement as appropriate with Statutory Undertakers, other infrastructure agencies and Government agencies to understand planned works and to gain alignment with OPDC delivery requirements. 7. Ensure Infrastructure project investment is secured through the development of HMT Green Book compliant Business Cases. 8. Lead and define the development of the procurement strategy and packaging strategies as required for infrastructure delivery, in accordance with OPDC procurement procedures. 9. Lead the engagement with other Developers and partner agencies to understand and promote opportunities for joint procurement, cost sharing, rationalising of assets and optimise delivery. 10. Oversight of the evaluation of tender submissions and lead assessments and recommendations for contract awards. 11. Working collaboratively with the Senior Management Team, lead the Social, Utility and Transport Infrastructure Programmes to ensure priority infrastructure is identified and progressed in order to unlock early development whilst maintaining the policy objectives and aspirations of the London and Local Plans in terms of Sustainability, Environment and air quality. 12. Translate high level strategy into practical detailed project and programme delivery mechanisms, defining and enabling the management of human, financial and material resources required to drive and deliver projects, ensuring high performance to agreed targets and milestones. 13. Lead the Masterplan project to ensure the development of a blueprint that balances the competing objectives and challenges of the myriad of stakeholders affected or involved. 14. Realise the benefits for London’s diversity by promoting and enabling of opportunities and promoting the diverse needs and aspirations of London’s communities. | | | | |
| **Key contacts:** | | | | |
| **Accountable to:** | Chief Executive Officer | | | |
| **Accountable for:** | All staff within the Directorate as well as all advisors and consultants appointed to support the Programmes and projects. | | | |
| **Technical Requirements** | | | | |
| 1. Extensive experience at senior manager level within a complex political environment, leading and motivating teams. 2. Chartered Engineer, qualified to degree level or equivalent in an engineering subject (or related discipline e.g. Transport, Civil, Mechanical) with a record of continuing professional development. 3. Postgraduate qualification in a relevant discipline, e.g. Project Management, professional membership of appropriate body, e.g. MICE, MAPM, or equivalent by experience. 4. Demonstrable experience of successfully managing infrastructure delivery on large scale programmes, including significant transport, utilities, social infrastructure experience. 5. Good understanding of the local, regional and national infrastructure policy context and legislative framework. | | | | |
| **Skills and experience** | | | | |
| 1. Experience of working on the client-side sponsoring and procuring solutions to meet business objectives. 2. Demonstrable experience and knowledge of Government best practice in terms of projects and programme governance, development, delivery, business case development, assurance and risk management. 3. Experience of negotiating with government departments/agencies and securing successful outcomes. | | | | |
| **Behavioural Competencies** | | | | |
| **Building and managing relationships**  …is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.  Level 4 indicators of effective behaviour   * Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations * Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights * Actively challenges and addresses ‘silo attitudes’ to encourage effective relationship building inside and outside the OPDC * Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively * Identifies clear win-win situations with external partners.   **Stakeholder focus**  …is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.  Level 4 indicators of effective performance   * Adapts objectives and the OPDC’s public facing position based on the context behind stakeholder needs and requests. * Builds the OPDC’s reputation as an organisation committed to meeting the needs of Londoners * Manages partner organisations’ and Londoners’ expectations of the OPDC by anticipating and influencing changing priorities * Instils a culture that encourages OPDC staff to think about meeting Londoners’ needs first * Builds the confidence of staff, partner organisations and Londoners by ensuring the OPDC delivers quality work   **Strategic thinking**  …is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning those into a compelling vision for action.  Level 4 indicators of effective performance   * Develops a positive and compelling vision of London’s future potential, demonstrating confidence in the strategic direction of the OPDC * Translates an understanding of the complex and diverse threats and issues facing London into positive action * Proactively involves partners in strategic thinking, incorporating their views into plans and working with them to align strategic priorities * Sets organisational priorities by identifying where time and investment is needed most * Generates and leads strategic initiatives that reflect the OPDCs position as a regional authority   **Managing and developing performance**  …is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the OPDC’s objectives and statutory obligations.  Level 4 indicators of effective performance   * Creates an organisation that learns from experience * Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates * Identifies strategic level performance indicators and communicates these clearly * Leads and sets an example for desired behaviour and performance for OPDC staff * Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best   **Decision making**  …is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.  Level 4 indicators of effective performance   * Makes difficult decisions for the long-term benefit of the organisation * Presents and instils confidence in strategic decision-making * Consults stakeholders early in critical organisation-wide decisions * Stands by the decisions and actions of the OPDC * Accepts and promotes accountability for the OPDC’s decision-making * Ensures the organisation balances effective risk management with the need for timely actions   **Planning and organising**  …is thinking ahead, managing time, priorities and risk and developing structured and efficient approaches to deliver work on time and to a high standard.  Level 4 indicators of effective performance   * Takes accountability for monitoring delivery of the OPDC’s commitments * Uses quality assurance processes across the organisation as a feedback mechanism to improve performance * Takes responsibility for ensuring tools and techniques are available for the effective management of programmes * Realigns OPDC objectives to respond to changing external and internal agendas * Uses feedback from all sectors as a performance measure for OPDC work   **Organisational awareness**  …is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the OPDC and shaping our approach accordingly.  Level 4 indicators of effective performance   * Focuses on the needs of Londoners, promoting organisational awareness of how they impact OPDC priorities * Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians * Shapes senior stakeholders’ perceptions of the OPDC, using their influence to support the OPDC agenda * Influences Londoners’ perceptions of the OPDC, using the Media where appropriate * Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour   **Responding to pressure and change**  …is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.  Level 4 indicators of effective performance   * Demonstrates resilience in the face of challenge from staff, media and partner organisations * Promotes the OPDC as a flexible organisation, responding to the changing needs of Londoners * Shows positivity in the face of external pressure, minimising negative impact * Drives a culture of continuous improvement * Sets the direction for organisational development and ensures effective communication of change initiatives | | | | |