

# Job description

<b>Job title:</b>	Construction Delivery Manager
<b>Grade:</b>	Grade 13
<b>Job evaluation reference:</b>	NE515
<b>Job family:</b>	Natural Environment

## Purpose and impact

1. Act as lead for a designated role within the Construction Delivery Team to ensure the delivery of a variety of Contracts, including for the maintenance and improvement of highways, the highway network and its related assets and infrastructure in line with national, sub-national and local council policies and procedures.
2. Actively participate in the Duty Supervisors out of hours rotas including delivery of the authority's winter maintenance programme. Managing staffing, driver compliance and leading communication with the authority's fleet service to deliver the winter service activities throughout the season.
3. Work collaboratively across the Council and with the Council's partners to champion innovation to secure the best outcomes and value for money for our citizens and customers.

## Key responsibilities

4. Responsible for supporting the Senior Construction Delivery Manager in facilitating and reviewing commissioning and procurement processes for strategic contracts.
5. Ensuring correct commercial engagement of contractors and lead on driving contract performance through the review and KPI processes.
6. Support in the delivery of the winter service policy and operational plan in line with the Highways Act (1980).
7. Lead on the use of sustainable and innovative materials, technologies and construction techniques.
8. Collaborate with designers, clients, and stakeholders to determine construction requirements.
9. Manage and deliver works programmes in excess of £1 million including the development of suitable and sufficient construction phase plans in accordance with the Construction Design and Management Regulations 2015.
10. Manage and control project budgets and resources to ensure safe, and efficient delivery of premium quality work while minimising disruption on the Highway network.
11. Maintain open and transparent communication channels with all stakeholders including clients and local communities. Keep them informed about project progress, milestones, and any potential issues or changes.
12. Contribute to delivering a suitable team plan.
13. Support the Senior Construction Delivery Manager with recruitment projects and development of staff within the team including the apprenticeship programme.
14. Co-ordination and direction of in-house and external resources to ensure successful project and/or service delivery.
15. Identifying and evaluating opportunities to source external funding and generate income. Plan and deliver these projects accordingly.
16. Overseeing, reviewing, and ensuring robust health and safety compliance.
17. Carry out regular site safety inspections and monitor works quality through use of digital auditing systems.
18. Manage compliance with Fleet Operators Licence conditions.



19. Design, develop and submit suitable and sufficient traffic management plans in accordance with permit street works and road works scheme.
20. Produce an efficient programme of works to optimise the use of funds, ensure cost effective schemes and processes are progressed to get the best value for money.
21. Undertaking policy, procedural and programme review to analyse current performance and efficiency in accordance with recognised standards.
22. Ensuring within areas of control that all relevant statutory duties and legislative obligations are met.
23. Provide technical input into cross service and multi-agency working groups. These are to include but not be limited to working groups formed through the Dorset Highways Works Term Service Contract.
24. To provide management support to ensure Construction Delivery works to externally accredited quality procedures including ISO 9001 and 45001.
25. Ensure the adoption and dissemination of any changes to policy or procedure throughout the service and supply chain are delivered as appropriate.
26. Develop and maintain good relations with elected members and community groups and partners in the private and voluntary sectors, and to represent the Council as required.
27. Leading and developing and managing the designated area of the team to deliver their best, personally and professionally.
28. Developing and presenting on a variety of Health and Safety topics and attending careers fairs, seminars, and open days. Represent Construction Delivery through partnership, internal or joint safety committees.
29. To act as Premises Responsible Person where required for occupied and unoccupied depots where required.
30. To deputise for the Senior Construction Delivery Manager as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: This post reports to the Senior Construction Delivery Manager

Responsibility for: Construction Delivery workforce and sub-contractors in the delivery of allocated projects and/or services, from inception to completion

Line management of 5 – 20 in-house staff supported by sub-contract labour and plant from 2 – 20 operatives at any one time

### **Other factors**

You will:

31. Be responsible for use of technical equipment on site as required.
32. Be operating in a fast-changing environment and therefore subject to some changing problems and circumstances as dictated by the relevant areas of responsibility.
33. Be in contact with the public with a risk of challenging or abusive behaviour.
34. Be expected to work anywhere in the county of Dorset subject to business need.
35. This post has a substantial requirement for site working potentially in adverse conditions along with office-based work. On occasion the post holder will be required to attend regional or national seminars, exhibitions or training events.
36. This post has a significant travel requirement. This means that there is a requirement for a suitably marked vehicle with warning beacons to be provided for this post. This



vehicle will be provided for business activity only and will include travel to and from work.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process. We'll also use references to confirm that you meet the criteria for this role.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. NVQ Level 6 Diploma in Construction Contracting Operations Management, or a commitment to obtain within 24 months of recruitment	Application form
2. Site Managers Safety Training Scheme (SMSTS)	Application form
3. Construction Skills Certification Scheme Card (CSCS)	Application form
<b>Experience</b>	
4. Knowledge of tendering, procurement and contracts	Application form
5. Technical knowledge of civil engineering design and construction processes	Application form
6. Experience of managing operational teams with high value programmes of work	Application form
7. Knowledge and experience of performance management within the civil engineering industry	Application form
8. Able to demonstrate an extensive depth of knowledge and experience specific to the service area and proven success in project delivery in a relevant specialist area	Application form
<b>Knowledge, skills and abilities</b>	
9. Ability to utilise standard contract documents for highway works	Interview Assessment
10. Excellent communicator at all levels	Interview Assessment
11. Excellent people management skills	Interview Assessment
12. Proven ability to manage and lead in a high-pressure environment	Interview Assessment
<b>Our values</b>	
13. Respect	Interview Assessment
14. Together	Interview Assessment
15. Accountability	Interview Assessment
16. Openness	Interview Assessment
17. Curiosity	Interview Assessment



<b>Other</b>	
18. Suitable and sufficient training will be provided relevant to the post. All staff will commit to attending the required training.	Application form Interview
19. The post holder will be responsible for PPE and relevant equipment as supplied	Interview
20. Be prepared to work in all weather conditions	Interview
21. The ability to fulfil the travel requirements of the post and work the required hours at any designated site or scheme within the county	Application form Interview

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
22. HNC or equivalent	Application form
23. First Aid at Work	Application form
24. Lantra National Highways Sector Scheme 12D M7	Application form
25. Relevant professional accreditation, i.e. IHE, CMI, ICE, CHIT or IAT	Application form
<b>Experience</b>	
26. Proven experience is a civils construction project management or similar field	Application form
27. Experience in use of Highway management software and Microsoft or similar products	Application form
<b>Knowledge, skills and abilities</b>	
28. Knowledge of operator's licence requirements	Interview Assessment

## Approval

Manager's job title: Senior Construction Delivery Manager

Date: August 2024

