

Highways Capital Programme Manager

Grade 14

Job purpose

At Kirklees we want to be innovative and creative in the way we work, to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

As a Capital Programme Manager, you will possess the necessary skills to manage all aspects of the delivery of our large and complex Highways capital programme, through monitoring, reporting and performance management. As a competent senior manager, you will promote best practice in project and programme management, cost control, construction procurement, financial and any contractual aspects affecting service delivery. This will include utilising information technology to your advantage. You will report directly to the Highway's Compliance and Performance Manager.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- The management of capital programmes, commissions, budgets and the supervision of consultants and suppliers, to ensure successful holistic project delivery.
- The provision of high standards around accurate and timely cost control is particularly important.
- Work with the Highway's senior management team, to ensure that the Council has robust and flexible procurement strategies in place to deliver the Council's capital plan and that any local and national agendas have been considered.
- Portfolios, Programmes and Projects are managed effectively by employing robust project management principles and control measures. Meeting Service key performance indicators, customer objectives and capital programmes. Timely and relevant information provided on programme and budget matters
- Coordinate the development of a capital works programme for the service, through liaison with budget holders, tracking progress of the various capital works programmes including the current status of each scheme and actual and forecast spend against budget.
- As Capital Programme Manager, you are required to provide matrix management and technical support to those in the highways service delivering a capital programme of work
- Work in a collaborative manner with colleagues and partners to deliver the outcomes required by both internal and external stakeholders.
- Undertake monthly financial monitoring of capital works programme, in conjunction and in line with the deadlines of the council's finance team and the requirements of the West Yorkshire Combined Authority.
- Provide monthly progress update reports to the Head of Service and Operational Managers

- Provision of useful, accurate and understandable advice to Elected Members, Council, Cabinet, Scrutiny Committee, Senior Council Officers etc
- Provide regular reports on progress of the delivery of council capital programme to the West Yorkshire Combined Authority, to senior managers and elected members.
- Produce cabinet and other member reports on Highways Capital Works programmes
- Effectively manage resources to meet financial targets and service objectives. Plan workloads to meet target aims, reprioritise resources to meet deadlines and ensure that the delivery of all capital works within the service are cost effective.
- Develop positive working relationships with customers and colleagues to ensure project objectives are delivered in a courteous and professional manner.
- Develop, capture, record and circulate details of all matters relating to the performance management of capital delivery workstreams
- Maintain a record of full compliance with all relevant statutory requirements, codes of practice, current legislation, and standards.
- Be responsible for monitoring the service’s compliance with and the updating of the services Capital Programme Delivery process chart and other related governance documentation.
- Work with the council’s procurement team to review existing and implement any new procurement, commercial and contractual aspects of service delivery of our capital programme.
- Negotiate commercial agreements and ensure that cost mechanisms are managed and monitored against capital allocations, ensuring full control or construction risk and change, at all times.
- Support the implementation of the service’s transformation change programme including new IT systems and ways of working to ensure performance and value for money are achieved.
- Deliver leadership, training, and support to others to develop their understanding of good project management, programming, and data capture.
- Required to attend meetings on site and/or outside of normal office working.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Extended previous formal training, to graduate or professional qualification level, or equivalent, plus training or experience in the application of the knowledge to the specific requirements of the post.	Essential
Demonstrable experience of project management or programme delivery at a senior level.	Essential
Experience within a large organisation in a first line supervisory position within the last 5 years.	Desirable
Significant experience of managing multiple stakeholders needs, employing robust management plans to manage stakeholder needs and expectations.	Essential
Knowledge and experience of public sector financial procedures and people management.	Essential
Proven track record of service delivery to an agreed level of performance and standard.	Essential
Team player style of approach, ready to take on any challenge with a "can do" attitude.	Essential
Experience of managing customer expectations	Essential
Demonstrable commitment to service change and improved performance	Essential
Travel to various locations to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions can be made for disabled applicants).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Project Management	Grading ID	67605 matched to 62500
Job ID	80103155	Last Updated	13 February 2023
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		