

ABERDEEN CITY COUNCIL

1 Job Details	
Job Title:	Chief Officer - Capital
Job Profile No:	
Function:	Resources
Grade:	CO SCP 34
Version Date:	November 2017
Salary	£81,504

2 Job Purpose
<p>This role is responsible for leading and delivering the Council's General Fund Capital Programme, including the City Centre Masterplan and the City Region Deal as well as the Housing Review Account (HRA) Capital Programme.</p> <p>The role is responsible for the full project delivery process from inception through to delivery and benefit realisation, including the management of all services within the delivery process, including in-house delivery teams, external consultants and contractors.</p> <p>This role will ensure the Council's compliance with statutory obligations and scrutiny regimes pertaining to services within the function, as appropriate.</p>

3 Reporting Relationships
<p>Reporting directly to the Director of Resources</p> <p>The Chief Officer - Finance will play an intrinsic part of the Extended Corporate Management Team (ECMT) and will ensure excellent working relationships with all appropriate stakeholders. This will include other Council functions, elected members, trade union representatives, employees, external stakeholders, all external audit and inspection bodies, internal audit, credit rating agencies.</p> <p>Key ECMT relationships: The success of this role is interdependent on the relationships with Chief Officer - Finance, Chief Officer - City Growth, Chief Officer - Strategic Place Planning and Chief Officer - Commercial & Procurement.</p>

4 Outcomes
<p>Corporate Outcomes</p> <p><u>Transition to the New Target Operating Model (TOM)</u></p> <ul style="list-style-type: none">• Provide leadership to bring a range of services and cultures into one unified function and take operational responsibility for the transition of the Capital function into newly designed model.• Develop the relationship with other and support the transformation.• Ensuring the Capital function is appropriately designed to meet the needs of the Target Operating Model.• In conjunction with other functions, and as part of the Target Operating Model, facilitate greater collaboration with communities, offering greater ownership of services in their areas and strengthening their voice in decision-making through

community empowerment.

- Using data and intelligence in relation to the services the function provides to anticipate customer needs and shift resources to prevent unnecessary demand coming into the system.

Being a Digitally Led Organisation

- Work with digital partner(s) to exploit emerging technologies to enhance services.
- To work with other functions and digital partner(s), using business intelligence, to continue to digitise services.
- Create end-to-end digital experiences for internal and external customers that allow more self-service options.

Developing the Workforce for a 21st Century Council

- Support the alignment of culture with the vision of the Target Operating Model.
- Contribute to the development and implementation of a workforce development strategy to support the 21st Century Council.

Chief Officer Responsibilities

Performance Management

- Develop and implement strategies for the delivery and continuous improvement of services and determining organisational priorities.
- Review activity across the function to ensure effective deployment of employees and all other resources to achieve high individual, team, function and organisational performance.
- Accountable under the Council's scheme of delegation for service standards and performance across the Capital function; and for ensuring that the Council meets its statutory obligations as an employer and complies with regulatory requirements and a best practice approach.
- In conjunction with the Chief Officer - People & Organisation be responsible for the development of professional standards, development and conduct for the functions' staff thereby ensure their compliance with professional bodies and regulatory requirements.

Risk Management

- Identify, mitigate and manage key risks associated with the objectives and wider implications of the Council and functional plans.
- Monitor and review processes both corporately and across the function to ensure risk and compliance arrangements are in place.
- Have overall responsibility for the management and development of staff ensuring compliance with health, safety and wellbeing and HR policies and procedures.

Financial Management & Stewardship

- Continually and actively look for ways to improve and transform the function and the organisation, balancing the need for the provision of services with the need for ensuring cost effective service delivery and value for money activities.
- Accountable for the management of the financial performance of the Capital function.
- Ensure all regulatory conditions relating to financial reporting, including that for the London Stock Exchange, are fully disclosed.

- Secure value for money and manage, monitor and control budgets in compliance with the Council's financial management framework.

Information Governance

- Work with the Governance function to ensure the integrity of data and information within the function meets regulatory requirements.

Statutory Responsibilities

- In the event of civil/non-civil contingency incidents, provide access to specialist services within the function and make available the assets used by the service.
- To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.

Service-Specific Outcomes

Governance of the Capital Programme

- Ensure all projects are grouped together into programmes of work with a programme board, a programme sponsor and programme manager.
- Maintain 4 stage reviews: proposal, business case, close and benefits review, with scope for additional stage gate reviews depending on complexity and size of project.
- Chair the strategic asset and capital board, working to the approved terms of reference of the Board.
- Ensure that the Programme and Project Managers manage all projects from inception through to completion and sign off, ensuring all necessary project documentation is in place and taken through the agreed gateway review process.
- Responsible for the Capital Plan programme governance, including the Programme Management Office, Programme and Project Managers, both internal and external.
- Responsible for providing update reports on the whole Capital Plan and individual programmes and projects as necessary to internal management Boards and Committees.

Define Projects

- Ensure project governance is established and in place.
- Ensure robust business cases are developed and taken through the Council's capital governance structures.
- Review and comment on business cases of third parties and requests for financial support from the Council.
- Work with the Chief Officer - Finance in developing the Council's capital budget.

Implement Projects

- Responsible for project initiation, design, change controls, management of risk and dashboard reporting.
- Responsible for the delivery of major cross-function capital projects across the Council.
- Responsible for the professional service delivery teams, including Architects, Quantity Surveyors and Design Teams, both internal and external.
- Ensure detailed project specifications are developed, liaising with the internal clients to ensure that comprehensive project briefs are in place.
- Instruct and oversee regular project health checks to ensure good project

management, budgetary control and resource management is in place.

- Ensure comprehensive cost plans that accurately forecast project expenditure are developed.
- Responsible for authorising expenditure, within agreed delegated authority, for projects within the Capital Plan.
- Highlight and report any cost pressures or time delays, provide mitigation and implement any remedial actions.
- Ensure robust preparation of all tender and contract documentation.
- Manage and participate in complex negotiations, seeking co-operation and agreement from all parties involved in the delivery of the Capital Plan.
- Ensure effective risk management, through robust risk registers, is in place for all assigned projects.
- Ensure all projects comply with current legislation, statutory requirements, health and safety and building regulations.

Close Projects

- Ensure post project evaluations are completed for all completed capital projects and a process for lessons learned is in place to inform future projects.

Measure the Benefits

- Ensure post occupancy reviews (in conjunction with Chief Officer - City Growth and Chief Officer - Strategic Place Planning) are completed for all capital projects.
- Ensure programmes and projects deliver their objectives and expected benefits.

5 Knowledge & Experience

The post holder needs to be able to demonstrate understanding or experience as follows:

- Proven extensive experience in:
 - Managing capital programmes
 - Strategic policy development and implementation
 - Developing/managing strategic partnerships
 - Service transformation and improvement
 - Successful asset and balance sheet management
 - Developing integrated services
- Managing consultation forums and relationships with trades unions.
- Risk analysis, risk awareness, monitoring and management of risk.
- Understanding key drivers in a business area and working in partnership with stakeholders to measurably improve service delivery.
- Practical knowledge of negotiation and influencing in a complex organisation.
- Practical knowledge of working in a commissioning organisation.
- Embraces new technology to deliver services in an innovative way.

6 The Individual – the characteristics of a high performing individual

- Conscientious – conscientiousness combines self-discipline, an organised approach to work and the ability to control impulses.

- Adjusted – ability to deal with pressure without affecting others.
- Curious – being able to evaluate information and look for ways to change and improve performance.
- Competitive – has a genuine desire to win and succeed.
- Has a tolerance for ambiguity – be able to cope and thrive when faced with mixed information, conflicting opinions and different options.
- Healthy approach to risk – be able to confront problems, take calculated risks, have difficult conversations and consider a range of options.

7 Organisational Behaviours

Aberdeen City Council's purpose is to ensure the people and place of Aberdeen prosper and to protect the people and place from harm.

We seek people who are active, adaptive and accountable.

Active:

Proactive; seekers of good practice; prepared to step out of their comfort zone; willing to experiment; brings energy and enthusiasm; connects people and ideas; curious to learn, understand and improve; thinks big, starts small, learns fast and shares results and learning.

Adaptive:

Sees change as an opportunity; embraces new technology and new ways of working; adapts to changes in environment - knows when to stop as well as when to start or change direction; open to new ideas and opinions; strives to achieve a positive, sustainable future.

Accountable:

Takes personal responsibility; focuses on outcomes; a steward of scarce resources; uses evidence and data to inform decisions; trusts people to perform and holds them to account; embraces our values and behaviours; leads through truth and trust; open and authentic.

8 Requirements of the Job

The post holder needs to hold as a minimum:

- Relevant degree or professional qualification and/or experience in managing large capital programmes.
- Evidence of Continuous Professional Development.