

Job Description

Job Title:	Head of Infrastructure		
Grade:	12	Post No:	
Directorate:	Delivery		

Job Purpose

To lead the multi-layered infrastructure at OPDC including bridges, rail, utilities, roads and energy across the mixed use regeneration project as well as early delivery sites and support projects within the wider Park Royal industrial estate.

The post holder will be responsible for infrastructure activity within the Delivery Directorate, ensuring control, adherence with internal governance processes and strong programme and contract management.

A key senior role working alongside Directors to execute OPDC's regeneration mandate for London's largest opportunity area.

Principal accountabilities

- Provide infrastructure expertise and lead the infrastructure team to support the Executive Director of Delivery, Director of Development and Director of Projects and other members of the Delivery Senior Management Team.
- Lead in the preparation of delivery briefs and the subsequent appointment of delivery consultants / contractors and provide input with respect to the wider professional teams.
- Provide procurement and contract administration to infrastructure projects including formulating procurement strategies, selecting and procuring partners and robustly managing appointments and contracts within budget limits and approvals.
- Lead on the development or inception of new infrastructure projects in line with the Development Corporations objective to secure the regeneration of its area.
- Manage the relationship with key stakeholders such as Network Rail, HS2, TfL, host Boroughs and utility providers to ensure strong levels of engagement and delivery of high-quality infrastructure.

- Maintain regular and accurate reporting in line with OPDC’s governance processes including OPDC Board, the Development, Infrastructure, and Sustainability Committee, Delivery Programme Board and the Senior Management Team including analysis and evaluation of progress, with respect to the current and forecast status on assigned projects. Identify potential difficulties and risks with project delivery, recommend and/or take appropriate remedial action as necessary.
- Use commercial awareness and expertise to critically appraise the Corporation’s requirements and ensure it gets best value for money from the market by advising on the use of frameworks, firms and procurement strategies to extract best value.
- Manage staff and resources allocated to the job in accordance with the OPDC’s policies and code of ethic and standards, including health and safety
- Pro-actively work across the OPDC Directorates and work with the wider GLA family to deliver the best in class regeneration.
- Realise the benefit of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross- department and cross-organisational groups and project teams.

Key contacts: Director of Projects, Assistant Directors of Delivery and Director of Planning

Accountable to:	Director of Development
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Accountable for:	Principal Project Manager, Principal Sustainability Manager, Senior Infrastructure Officer and Project Support Officers allocated to the role.
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Technical Requirements

1. Postgraduate degree (or equivalent experience) in relevant discipline such as Civil Engineering, Infrastructure or Transportation.
2. Considerable experience and a proven track record of developing, leading and managing comparable design related projects or programmes in a complex urban environment, which display the highest standards of design quality.
3. Strong level of commercial awareness and experience of the development process.
4. Thorough knowledge and experience of project management and project control techniques, including budget and project planning, financing and risk management
5. Strong track record of successfully managing multiple and complex projects and resources with significant responsibility for decision making.
6. Experience of selecting and managing professional services and construction contracts.

Behavioural Competencies

Building & Managing Relationships

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals

Level 3 indicators of effective performance

- Actively engages partners and encourages others to build relationships that support OPDC objectives.
- Understands and recognises the contributions that staff at all levels make to delivering priorities.
- Proactively manages partner relationship, preventing or resolving any conflict.
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnerships

Strategic Thinking

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates OPDC vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the OPDC
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work
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Communicating and influencing

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to delivery OPDC priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement

Decision Making

...is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability

Level 3 indicators of effective performance

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention
- Takes responsibility for team decisions, providing rationale when those

decisions are questioned

- Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

Problem Solving

...is analysing and interpreting situations from a variety of view points and finding creative workable and timely solutions.

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding.
- Actively challenges the status quo to find new ways of doing things, looking for good practice.
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues.
- Initiates consultation on opportunities to improve work processes.
- Supports the organisation to implement innovative suggestions.

