Complex Infrastructure Programme – Group Leader (Bedford)
Grade 6

Candidate Pack
Introduction

The Highways Agency is an Executive Agency of the Department for Transport, and is responsible for operating, maintaining and improving the Motorway and Trunk Road network in England. With approximately 3500 directly employed staff and an annual budget of £2750 million, the Agency is a very large infrastructure business.

The Highways Agency’s role makes it one of the largest customers to the UK construction industry, and it is a leading public sector client for infrastructure and construction services. It is at the vanguard of public procurement policy, and has a reputation for delivering large investment projects efficiently and on time.

In summer 2013 the Government announced that it intends to make a substantial increase in the rate of investment in the strategic road network, increasing the Agency’s budget to more than £4000 million by 2021. It was also announced that the Agency is to be incorporated as a Public Owned Company operating at arm’s length from Government, and funded by a long term committed budget. The new Company is expected to be enabled by legislation in the last session of this parliament, and the Agency to transition to the new company in April 2015.

Further information about the Highways Agency is available on our website at www.highways.gov.uk/

In addition, additional detail of the exciting changes ahead can be found at www.highways.gov.uk/about-us/what-we-do/roads-reform/
The Role

Role Name: Complex Infrastructure Programme – Group Leader (Bedford)
Stage: Stage 4 (External)
Salary Range: £57,855 - £66,533
Pay Band: Grade 6
Location: Highways Agency Offices, Bedford
Eligibility: This post is open to established Civil Servants on level transfer or promotion, and to external candidates.

Role Purpose
- To be a key and active part of the divisions leadership team, with ownership for team performance, development and resourcing;
- To create dynamic and motivated joint supplier and HA teams, focused on delivering the Agency’s stated outcomes for its customers and stakeholder;
- To build a capable and talented team, providing coaching, challenge and support and to enable the continued development of individuals and teams;
- To support our change from a project to programme focused delivery approach;
- To ensure that future resource needs are understood and that plans are in place to achieve the stated needs, through talent development, recruitment and via supply chain partners.

Responsibilities
- To lead the H&S agenda and to actively engage the supply chain in promoting a “leading H&S culture”.
- To provide leadership and direction for projects, ensuring that the project purpose, benefits and delivery strategy are clearly defined and delivered against.
- To lead by example and role model the behavior’s, values and culture of the Highways Agency.
- To lead, motivate and drive delivery teams, comprising joint HA and supply chain teams; building successful collaborative relationships which support delivery of Major Project’s ambitions and targets.
- To ensure effective delivery of projects to agreed safety, sustainability, time, cost and quality parameters; that appropriate monitoring and reporting of progress and timely and robust corrective actions are in place as required; that review and challenge processes are effective and encouraging exploration of alternatives and questioning of assumptions.
- Ensure risks to delivery are identified early and effective contingency plans are implemented.
- Engage with, and influence, colleagues and senior management to generate support for project proposals, overcome obstacles to delivery and work collaboratively across the business.
- Ensure compliance with the appropriate governance arrangements.

Stakeholders
Who:
- HA executive and Major Project’s senior management team
- NDD and TMD teams as maintainers and operators of projects on delivery
- Colleagues and peers in the Department for Transport
- External and Internal suppliers
- Specialists / consultants / experts appropriate to the Group
- Partners in other public and external private sector organisations
- Assurance bodies (including OGC)
- Environmental and regulatory organisations, including the Planning Inspectorate

Why:
- Internally: to build a high degree of confidence and trust in the successful execution of projects; to build the relationships necessary that will generate the commitment, advice, input and support necessary for the successful delivery of the projects.
- Externally: to engage proactively and create an open and transparent dialogue with stakeholders, customers (road users) and the public, that builds trust and confidence in the effective delivery of projects.
Values

Pride, Passion and Pace

Relevant Experience
- Proven capability of successfully leading infrastructure delivery projects, particularly in early phases of their development prior to construction.
- Proven success in leading and developing multi-disciplinary teams, fostering challenge and innovation, improving team performance and creating a successful delivery culture;
- Cultural leadership of health and safety
- Proven capability in building high performing teams and effective development of team members
- Demonstrable evidence of delivery in a complex customer facing organisation using a recognised Programme and Project framework
- Evidence of successful engagement and influencing of internal and external stakeholders
- Promotion of supply chain engagement and collaborative delivery
- Fluent and effective communication skills
- Technical qualifications relevant to the role
- Ability to drive best practice and business improvement

Key Competencies

Delivering at Pace - Level 4 - Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success

Achieving Commercial Outcomes - Level 4 - Interact confidently and effectively as an intelligent and highly credible customer with counterparts from the commercial delivery organisations and commercial experts

Leading & Communicating - Level 4 - Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work

Collaborating & Partnering - Level 4 - Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests

Building Capability for All - Level 4 – Ensure that individual and organisational learning and talent development opportunities are fully exploited in order to enhance organisational capability

Changing and Improving - Level 4 – Encourage a culture of innovation focused on adding value – giving space for people to think creatively

For full details please see the Civil Service Competency Framework 2012-2017 document available to download with the application pack.
Terms & Conditions

Besides the rewarding nature of the job itself, the benefits that come with it are excellent. The package includes 25 Days Annual Leave + 8 Public holidays & 1 Privilege day, attractive pension options, flexible working and other policies to enable a good work/life balance, including beneficial childcare arrangements. You'll also benefit from our commitment to nurturing and developing talent.

Nationality

Candidates of any nationality are welcome to apply.

Security Clearance

Baseline Clearance will be required for this role.

Application and Appointment

The Highways Agency has appointed Capita Resourcing an agency, to advice on this appointment.

To apply, please visit www.capitaras.co.uk/ha

Please see the timetable below for indicative dates (At each stage of the process you will be notified of the outcome):

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<th>Closing Date</th>
<th>31st November</th>
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<tr>
<td>Final Panel Interviews</td>
<td>Week Commencing 15th December</td>
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Please note if you are unable to attend interview on the given date, it is unlikely that an alternative date will be possible.

Contact Information

Should you wish to have an informal, confidential discussion about the post, please contact karolina.oparka@capita.co.uk or on 01256 383733.