JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Infrastructure Development	**Directorate:** Regional Growth, Investment and Innovation
Section:	**Reporting to:** Chief Officer Regional Growth
Remuneration: OM1	**Hours per Week:** 37
Post Number:	**Number of Employees** **Reporting to Post:** 2 directly, 6 in team.
Special Conditions: Casual Car User. Full and valid driving licence and use of own car would be an advantage. Occasional weekend and evening working may be required. This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).	**Location of Post:** The office location of this post will be Sbarc however home local/field working will be a requirement of the role. Agile working is a key feature and expectation of this role.

Overview

The Local Government and Elections (Wales) Act 2021 provides for new Corporate Joint Committees (CJCs) as a mechanism for regional collaboration and a new form of regional economic governance. This system of regional planning and investment provides for a more consistent and democratically legitimate framework, into which, CCR is currently integrating a range of extant regional growth programmes such as its City Deal.

As the CCR transitions into the new CJC Corporate Entity – maintaining high-order development and delivery capability focussed on good and inclusive regional growth remains a critical priority. The development of a strong, connected and resilient infrastructure across our region will play a critical role. The role will drive forwards our infrastructure development agenda from delivering against a range of our priorities including transport, digital connectivity, housing and commercial developments.

The role will be focussed on maintaining and further developing the conditions in which infrastructure development can prosper, supporting a highly productive economy, with

high-value jobs and resilient local supply chains. Whilst the scope and scale of schemes and programmes is significant, it is matched by the underpinning partnerships and collaborations needed to make infrastructure investment work optimally. Driving forward these plans will therefore require board level operating skills with the requirement to build and maintain strong connections and relationships with key stakeholders across all levels of government and corporate finance institutions.

The role requires the deftness and dexterity to stitch all parts together – bringing a sense of coherence, strategic integration and importantly, confidence and trust as the CCR builds its capability and capacity.

Job Purpose:
As a respected senior leader in developing and delivering large infrastructure developments, you will have a highly developed policy and commercial acumen. We are looking for a recognised leader to help shape and implement our support for infrastructure development across the region.

The role of Head of Infrastructure Development will be expected to:

- Design, develop and oversee execution of an Infrastructure Development function for CCR and to provide relevant advice and support to senior officers, political leaders and stakeholders as required
- Build and maintain strong partnerships locally, nationally and regionally to support the new type and scale of interaction needed between all levels of government, as infrastructure becomes a core focus of our work and we evolve to new forms of regional economic governance
- Work with partners to identify the transport, digital, energy, housing and premises/property solutions needed to support innovation-led growth; foster greater productivity in the economy; and, retain benefits and investment as locally as possible
- Perform the client-side role in managing and overseeing significant regional developments such as Metro Central and; ensuring that the CJC can have confidence in programme management, delivery and reporting
- Perform the client-side role in relation to the management of, and interaction with, professional Fund Managers appointed to deliver specific Funds and Programmes, ensuring compliance with all targets, objectives and maximisation of fund objectives
- Possess a strong understanding and demonstrable knowledge of the economic landscape of CCR; where nascent potential exist and where more mature prospects can be developed. This will involve assessing proximity, opportunity and viability and access to labour markets
- Play a leadership role in brokering strategic partnerships and crowding-in investment to the region in support of developing fit for purpose infrastructure to drive economic growth through connecting industry, funders, developers and developing local political leadership in the space
- Play a key part in the region's levelling-up endeavours and development of a compelling narrative and evidence base for place-based enhanced impact investment
- Develop investment proposals that can crowd in investment to the region to support the development of a productive and prosperous economy across the region
- Ensure that the interventions and investments supporting infrastructure developments are coherent and synergistic with wider interventions in support of economic wellbeing across the CCR

- Overseeing all budgetary matters and showing strong financial capabilities in relation to the robust management of schemes and programmes
- Leading the development of the Infrastructure team and bringing together the skills, resources and capabilities needed to grow and enhance the function over time
- To undertake any duties as required from time to time by the Deputy Chief Executive and the Director of Regional Growth

Principal Duties and Responsibilities

1. To operationally lead development and delivery of the Infrastructure Development function. This requires overseeing programmes with a combined value of multiple tens of millions of pounds, and achieving impactful outcomes.

2. To oversee, develop and leverage the network of partnerships and collaborations, in order to proactively enhance the region's infrastructure, by catalysing and coordinating efforts, across a range of key external partners, to secure new external investment and develop pioneering public-private partnerships.

3. To lead on the timely, co-ordinated and impactful initiation of new proposals, ideas and projects that will assist the delivery of the wider CCR strategy and connecting into programmes that will underpin sustainability in relation to infrastructure and connectivity.

4. To be the region's strategic delivery lead for Infrastructure Development – overseeing a demand-led and industry-driven approach to meeting the requirements of the region's future economy.

5. To provide leadership support on all aspects of business case development for infrastructure development proposals

6. To leverage the value of procurement to deliver on supply-chain benefits, social clauses and local targeted recruitment and training

7. To ensure the timely reporting of all evaluation and performance data from Infrastructure Development projects and programmes.

8. To lead on commercially sensitive and contractual matters, managing the inputs and contributions of legal and technical advisors in order to inform good governance and decision making in relation to the Infrastructure Development portfolio.

9. To work closely with the CJC Board, key government ministers and senior officials, to support the Chief Executive, Deputy Chief Executive and Director of Regional Growth in converting political priorities and objectives to policy frameworks and strategic plans. To further lead policy engagement across constituent council partners – operating with maximum effectiveness in the new multi-level governance environment.

Corporate Requirements

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the organisation's Equal Opportunities Policy.

2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.

3. To, as a statutory duty, adhere to the organisation's Corporate Safeguarding Policy or equivalent statutory and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. To support you in this, you are required to access safeguarding training at the level which is relevant to this post.

4. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED:_____ AGREED BY: _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____

South East Wales CJC logo

PERSON SPECIFICATION

Job Title: Head of Infrastructure Development

Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU **MUST** DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Education and Training	Educated to degree level or equivalent, with demonstrable evidence of continuous professional and personal development.	A relevant professional / managerial qualification at post-graduate level. Ability to communicate in the Welsh language, or commitment to learn	Application Form and Certification where required
Experience / Knowledge	Successful and respected leader with a track record of working at senior level – in either the public or private sector Significant experience and credentials in infrastructure/property/planning and within high profile government agencies Significant experience of project delivery – able to demonstrate a clear knowledge and experience of working across the pubic and private sectors	Knowledge of the economy and the practice of regional investment and governance Demonstrable experience of operating successfully within a multi-stakeholder environment, developing effective partnerships, and delivering lasting change and improvement	Application Form and Interview

	Experience of working effectively in a multi-partner environment with knowledge and understanding of what it takes to work in a complex and multi-tier political environment Experience of leading multiple projects and programmes concurrently, delivering outcomes, reporting information on time, to budget and to a variety of external and internal audiences. Strong credentials in infrastructure delivery and a knowledge of the market, key services and partners Significant knowledge of public and private sector funding sources to deliver large scale and complex infrastructure projects High degree of politically sensitivity and experience of dealing with a range of complex issues and stakeholders with often conflicting agendas. Proven ability to deliver targets and prioritise projects.	Proven ability in relation to delivering shareholder value and benefits. Experience of in a previous similar role in a regional growth entity.	
Skills and Abilities	Ability to think and act strategically and communicating this clearly across a complex stakeholder network Ability to lead and manage multiple project teams Ability to lead and negotiate successful commercial outcomes Ability to demonstrate skill and capability in relation to the management and articulation evaluation of impact and outcome delivery – across a range of programmes		Application Form and Interview

	Ability to quickly understand new and complex issues and to apply creative solutions to improve business outcomes through leveraging the value of partnership at all levels. Skilful communicator – able to take complex subjects and convert them to a series of concise, clear and meaningful messages. Ability to work in a complex political structure – building high levels of trust, engagement and confidence. Well-developed management skills, with the ability to build and lead teams. Outcome focused, with the capability and tenacity to drive the agenda forward.		
Personal Attributes	Demonstrates a commitment to the vision and values of the organisation, leading by example and supporting others to reach their potential. Has a can-do and open mindset and is able to show adaptive and engaging leadership. Demonstrates a positive attitude to new challenges and a willingness to adapt. Ability to work in a fast paced environment, showing tenacity and grit and the desire to succeed Commitment to the organisation's Equal Opportunities Policy and recognises, values, and celebrates difference. Strong understanding and exemplification of ESG values.		Application Form & Interview

	Doesn't give up – does the right things not the easy things and shows high levels of personal integrity.		
Special Circumstances	Will undertake other duties and or times of work as may reasonably be required of you.	Full and valid driving licence would be an advantage.	Application Form and Interview