

Job Description

Job Title	Director of Capital Projects & Sustainability
Directorate	City Development
Service Area	Capital Projects & Sustainability
Grade	Director level 3b
Competency Level	4
Salary	£105,157 – £129,900
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	R90090

Job Purpose

The Director of Capital Projects & Sustainability will provide leadership and accountability for the council's capital building programme and its crosscutting sustainability agenda relating to the council's own net zero targets and leadership on city wide targets.

The Director will lead an extensive change programme within the newly established capital and sustainability team to create a high impact that achieves the council's

objectives and supports organisation wide culture change, ensuring full engagement with elected members, communities, businesses, stakeholders and partners.

The council has recently established a centralised Capital Team for all non-highways capital building work, including the council's own estate, new building requirements, schools' capital programme, schools PFI, and associated programmes such as heat network proposals. The role will ensure that all the capital building construction work, specialist capital projects, and sustainability projects are delivered to high quality within agreed budgets and timescales.

Similarly, the council has recently established a dedicated Sustainability Team to focus on both the councils specific targets of being Net Zero by 2030 and additionally providing leadership and convening stakeholders on the wider city sustainability and net zero targets, to drive the transition to a low-carbon, climate-resilient city. This will link with the work being undertaken by Liverpool City Region Combined Authority and will involve developing and implementing policies and action plans aligned with local, regional, and national climate goals.

The Director will oversee the development of major strategic projects within both the capital and sustainability teams, manage a team of multi-disciplinary specialists, and engage with internal and external stakeholders This will be leading on the effective delivery of our non-highways capital programme, our energy and sustainability programmes and meeting rigorous KPI targets. The Director will be the Council's lead advisor on capital project and sustainability issues, including climate change and carbon neutrality.

Directly Responsible For:

Capital Projects and Sustainability Teams

Directly Responsible To:

Corporate Director City Development



Main Areas of Responsibility:

- Provide leadership to the council in the development and delivery of non-highways capital projects and the sustainability/net zero agenda, providing expert advice and guidance to support the effective provision of council services that support the financial sustainability of the council and provide value for money for residents and businesses
- Lead the development of best practice in overall capital programme and sustainability with effective management, governance within council and ensure efficiency and effectiveness in meeting client/user need, working with service areas to confirm need, define outcomes and support business case development
- Support the Lead Cabinet Member/s, Council Leader, Elected Members and Senior Officers on all aspects of capital projects, sustainability and net zero through advice, guidance and active engagement across existing council governance arrangement including as required representation at Council Cabinet, Overview and Scrutiny meetings and any other appropriate forum
- Lead a multi-disciplinary team of capital and sustainability specialists to work across council services and their representative intelligent client to manage and deliver the councils sustainability and net zero agenda and manage a capital programme that includes a variety of new build and refurbishment/extension projects across the council estate, including schools, heat and key heritage assets etc
- Develop excellent working relationships with relevant stakeholders and appropriately influence the delivery and coordination of the building capital programme and sustainability agenda across multiple partner organisations.
- Manage strategic relationships locally, regionally and nationally to ensure best practice and continuous improvement for the council and best outcomes for residents and businesses, particularly the City Region Combined Authority,

NW Net Zero Hub, Department of Education, DESNEZ and other relevant local, regional and national government agencies and departments

- Evidence and articulate Liverpool's priorities to regional and central government, and other bodies ensuring that Liverpool's priorities are accepted, understood and included in forward plans, and that funding opportunities are realised and secured as far as is possible
- Ensure good governance on capital projects, develop and manage a capital projects performance framework with headline, operational and diagnostic KPIs, develop project plans and risk strategies for the commissioning, design, procurement and delivery of buildings and other capital projects
- Develop and implement a programme of strategic projects that supports the council's Climate Emergency declaration targets from initiation to realisation through investment, meeting rigorous ROI targets, and oversee related strategies, research, investments, projects, and programs, acting as the accountable lead for all related activity, risk profile and the promotion of the programme across the council
- Lead internally within LCC to reduce energy and carbon use across council operations in line with 2030 targets, working closely with colleagues across all other Directorates
- Lead on community, business and stakeholder engagement and represent the councils' interests in negotiations with stakeholders, investors and Government on Net Zero and climate-associated initiatives. Specifically focusing on the work already underway with a Citizens Jur on climate change
- Deliver an effective engagement programme with stakeholders (from residents to regional and national government, public sector partners and businesses) to co-ordinate activity to reduce energy and carbon use across the city in line with 2040 targets as agreed
- Develop with stakeholders the roadmap for the decarbonisation of the city, using data insights to support the commitment to deliver the ambitious 2040 target – across energy, transport, waste and buildings

- Develop data insights to inform decision making, monitor and evaluate the progress of projects, manage risk and report the achievement of the programme objectives
- Establish with Corporate Director and Cabinet lead, a city-wide sustainability board with key stakeholders, residents and businesses across the city, establish a sub-group of experts on net zero to give advice, expertise and constructive challenge to the work of the board
- Ensure that sustainability projects feed into the Council's asset management strategy to ensure we invest in assets that provide fair value for money and which contribute to the economy as well as providing a commercial return to the authority

Management and Supervision Responsibility:

- Lead the establishment of the Capital and Sustainability Directorate leading a process of change in setting up that team
- Lead and manage a structural review within the existing capital team, aligning grades and JD's as well as setting up a fit for purpose team structure, aligned to the capital projects and programmes
- Onboard and manage the recently recruited sustainability team with existing sustainability team and establish structure programmes and projects and the delivery of the council's sustainability agenda
- Ensuring that planned one to one conversations with direct reports take place, that quality annual appraisals and regular workforce planning and development are undertaken
- Manage performance and behavioural issues effectively

Budget and Financial Responsibility:

- Be fully accountable for the capital and revenue budgets of the Capital and Sustainability teams in a transparent, diligent and proactive way, working with finance business partners and service areas across council to support the financial sustainability of the council and provide value for money for residents and businesses
- Demonstrate and promote a culture that requires value for money and compliance with financial regulations, the council constitution and all relevant governance
- Take the lead on monitoring and reporting on financial performance for Capital and Sustainability projects and programmes in delivery and financial profiling against borrowing, including playing a key role in the existing Capital Board, where all capital projects and programmes are reviewed monthly
- Take the lead on delivering projects and programmes within time and budget and seek appropriate savings and efficiencies as projects and programme's evolve, raising via the risk register where projects and programmes have potential to exceed allocated budgets and timelines
- Exploit commercial potential of the Council's assets, knowledge and capabilities to ensure financial sustainability through the generation of revenue, reduction in costs and newfound, cost-effective solutions to delivering the corporate aims and objectives throughout Sustainability projects
- Develop a pipeline of investible projects within the sustainability area, associated business cases and market opportunities, to deliver on the ambition and contribute to improving the council's financial position, embedding social values, environmental sustainability, equality and inclusion into a just transition
- Identify grant funding opportunities, to support the delivery of capital and sustainability projects and oversee the management and delivery of external funding bids in connection with the area of responsibility.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities
- Enable employment opportunities throughout all council contacts
- Enable a just-transition across all communities in Liverpool as part of the net zero/sustainability agenda

Physical Demands of the Job:

- This post involves both office and field work. Hence it involves sedentary work and the need to travel to appointments

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **4**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Broad Responsibilities

- Provide technical and professional advice to the elected Members particularly the Cabinet and the relevant Cabinet Members and Select Committees and Officers
- Work in a corporate and co-operative way with all senior management, members and staff aligned with the organisational values and behaviours ensuring open, honest and transparent communication
- Horizon scanning and identifying “world class” evidence-based research supporting transformation and improvement
- Develop the City Council’s commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- Ensure that work complies with all statutory and governance requirements, Standing Orders and Financial Regulations of the City Council and ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council safety plan
- Observe and fulfill the seven principles of public life (also known as the Nolan Principles) and our organisational values
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Provide focus and drive within your area of service responsibility and associated supply chains for delivery of the Councils Net Zero Action Plan, identifying and removing barriers to progress and action
- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council’s strategic objectives and policies
- Being responsible for ensuring that there is a culture of value for money and compliance with financial regulations across the service

- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Maintaining up to date financial records on the Corporate Finance System
- Responsible for commissioning and interpreting financial management information in performance reports and making informed/strategic decisions
- Responsible for financially planning, procuring, and negotiating contractual arrangements to ensure risks are managed within budget affordability limits and best value is achieved
- Promote and implement the council's Equality Policy in all aspects of employment and service delivery

Leadership Capabilities

Strategic Awareness

- Strategically innovative in your approach to co-design and delivery, building a shared sense of purpose and joint enterprise across Liverpool
- Takes a One Council approach to deliver more effective outcomes and avoids silo-ed, single division or service area approach
- Develops a positive and compelling vision of the council's future potential and sets organisational priorities by identifying where time and investment is needed most
- Translates strategic priorities for staff, enabling teams to focus on delivery
- Understands roles and responsibilities across the Council, how the authority works, functions and governance
- Understands the complexities of political dynamics and uses this to build credibility and manage relationships with elected members by successfully advising and supporting them

Inspirational Leadership

- Provides authentic, honest and respectful leadership to inspire individuals and teams
- Uses empathy, mentoring and coaching to motivate and engage, developing talent and making people feel respected, brings out the best in them
- Uses emotional intelligence to consider the impact of own action
- Challenges poor performance constructively and holds difficult conversations to bring about change in behaviour; takes action to make courageous decisions when required
- Communicates with credibility and conviction to convey key messages and influence people

Collaboration

- Consults and communicates with stakeholders, including elected members where appropriate, early in critical organisation and system wide decisions
- Encourages an environment of openness and transparency
- Listens; builds relationships openly, gathering ideas and adapts objectives based on the context behind staff and stakeholder needs and requests

Outcome and Delivery Focused

- Takes accountability for outcomes and responsibility for delivery in own area
- Sets clear organisational objectives linked to priorities, cascading challenging yet achievable deliverables to directorates
- Monitors progress towards KPIs; acts as an enabler to achievement, not a blocker
- Knows what to do and when to do it, delivering at pace and changing path when necessary

Improvement Oriented

- Leads and drives initiatives to identify and deliver efficiencies across the council and through partnership working
- Challenges self and others to think outside of the box; enables the council to continuously improve and innovate in the long term

Customer First

- Focused on the customer – recognises the focus of making lives better for the people of Liverpool as citizens and partners
- Engages with customers to ensure development and delivery of services in line with customer needs
- Is committed to customer excellence and accountable for the effective resolution of complaints and uses customer feedback for organisational learning and continuous improvement

Valuing Difference

- Ensures equality of access to services across the organisation and community
- Respects and values difference – understands that not one size fits all
- Listens to staff and involves them in decisions, trusts people without micromanaging

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or equivalent experience in a relevant discipline (A)
- Formal management training – ILM level 5 or equivalent experience (A)

Desirable

- Chartered Institute of a relevant professional body
- Evidence of continuous professional development
- Project/programme management qualification related to Capital Projects and Sustainability e.g. PRINCE2 or MSP

Experience

Essential

- Substantial senior management experience in a major organisation relevant to supervising high profile local authority projects and programmes (A,I)
- Extensive knowledge of capital project delivery including programme management, design management, architecture, building services, health and safety and cost management (A,I)

- Extensive substantial knowledge of energy management, sustainability, carbon reduction, climate change, environmental education and sustainable procurement (A,I)
- Experience of managing large-scale construction projects (A, I)
- Experience and knowledge of relevant legislative and contractual requirements in relation to construction and build environments (A,I)
- Sound knowledge and understanding of large-scale public and private sector projects, with a clear understanding of social value (A,I)
- Extensive knowledge of local government finance and experience of managing budgets in a pressurised environment (A,I)

Desirable

- Experience of developing and delivering Sustainability Action Plans
- Significant experience of assembling and managing multiagency / disciplinary management teams and project boards
- A significant working knowledge of the legislative, regulative and policy context relating to the delivery of capital programmes and projects
- Evidence of success in driving real change and improvement

Skills/Abilities

Essential

- A proven ability to lead, motivate and develop the performance of teams and individuals, with experience in setting up teams and managing change (A, I)
- Strong interpersonal and communication, influencing and negotiation skills with the ability to inspire; together with the ability to present clearly in a wide range of formats to diverse audiences on complex issues (A,I)

- An excellent command of business development and the commercial environment (A,I)
- Skilled partnership worker with the ability to develop productive relationships with partner organisations and other external stakeholders to promote and further strategic priorities (A,I)

Desirable

- A strong ability to operate effectively in a political environment
- Ability to work collaboratively, working across teams and functions to develop shared solutions to deliver wider organisational goals
- Good judgement and the ability to anticipate and plan for future developments
- Strong analytical and project management skills, and the ability to use data and information intelligently
- The ability to develop practical and creative solutions to both service and corporate problems

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the City Council's vision and values (I)

