

Role Profile

Job Title:	Head of Capital Delivery (Buildings and Community Infrastructure)
Location:	Colindale Office
Department:	Capital Delivery
Directorate:	Growth
Grade:	Grade 8
Type of Working:	Hybrid Working
Reports to:	Assistant Director Capital Delivery

1. Job Purpose:

The Council has a large and diverse capital programme and requires high-calibre leadership to shape and deliver capital investment that enables growth, supports service strategies, delivers value for money and improves outcomes for residents. The post holder will provide senior leadership, governance and assurance for their defined portfolio within the wider Capital Delivery service, with a primary focus on buildings, community infrastructure and related capital programmes.

Operating at Head of Service level, the post holder will be accountable for ensuring that schemes are initiated, prioritised, governed and delivered effectively within the agreed time, cost and quality envelope, and that delivery risks are actively managed, escalated and controlled. The role will provide visible leadership across a portfolio that may include schools, leisure centres, community facilities, parks and open spaces, corporate accommodation, operational estate and other emerging infrastructure programmes. Lessons learnt will be identified and applied to future programmes and projects.

In the Council's governance model, individual projects will have an appointed Project Sponsor (typically the relevant Service Director) who owns the strategic intent and required outcomes. The post holder will work to the Project Sponsor and service team, providing senior professional leadership, advice and assurance, translating strategic intent into a deliverable programme with robust governance, clear accountabilities, and controlled delivery.

The post holder will operate in a matrix management environment with wide-ranging responsibilities across the Council, working with Strategic Directors, Heads of Service and service leads to enable service strategies, liaising closely with Growth, Regeneration, Housing, Education, Environment and other service

colleagues to ensure strategic alignment, and reporting to relevant boards and senior Council groups as required. The post contributes directly to delivery of the Council's priorities, including those within Our Plan for Barnet.

2. Key accountabilities:

A. Strategic leadership and portfolio ownership

- Provide senior leadership for the post holder's defined portfolio within Capital Delivery, ensuring a clear pipeline from concept through delivery to closure, and ensuring lessons learnt and benefits realisation are planned, evidenced and reported.
- Co-create delivery strategies with Project Sponsors, service leads, Growth colleagues and other stakeholders to ensure schemes are scoped, prioritised, governed and resourced appropriately.
- Contribute to annual business planning for Growth and relevant service areas, identifying innovative approaches to improve performance, outcomes and delivery efficiency.

B. Programme and project delivery assurance

- Be accountable for the effective delivery of complex capital programmes and projects within the agreed time, cost and quality envelope, ensuring effective controls, reporting and escalation.
- Ensure effective transition of projects across the lifecycle (concept → feasibility → design → procurement → construction → handover/closure → lessons learnt), with clear gateways, governance and assurance.
- Provide leadership and operational/tactical support to project teams and technical advisers, ensuring delivery plans, risk management and reporting are robust and proportionate.

C. Governance, compliance and decision-making

- Chair and/or lead appropriate project and programme boards as agreed with the Project Sponsor, ensuring decisions are timely, evidence-based and properly recorded.
- Ensure compliance with the Council's Constitution, including **Article 10 (Decision Making)** and associated procurement and land transaction rules.
- Attend and contribute to senior portfolio boards and the Capital Programme Board, ensuring papers are prepared to the required standard and content presented accurately and on time.
- Use commercial acumen to shape commissioning, procurement and contract strategies, and lead/oversee strategic contract reviews, realignments and material variations as required.

D. Financial management and commissioning

- Act as Budget Manager for high value capital programme and project portfolio delivering feasibility, inspection, analysis procurement and commissions, ensuring appropriate controls, approvals and forecasting are in place.
- Identify, procure and commission and manage external consultancy (e.g., feasibility, design, specialist technical advice) to ensure capacity and capability are aligned to programme needs and risk profile.

E. Stakeholder, member and partner management

- Work effectively with Strategic Directors, Heads of Service, Senior Officers, Members, external partners, and enabling boards to ensure requirements are defined, delivery is coordinated and risks/issues are managed transparently.
- Build and maintain strong relationships with internal service clients, external partners, consultants, contractors, funding bodies and delivery partners, supporting business cases, delivery agreements and performance reporting as required.

F. Health, safety and risk leadership

- Be accountable for Health & Safety across all capital programme schemes within the role's control, ensuring statutory and organisational requirements are met and that risk assessment, mitigation and reporting arrangements are implemented and maintained in line with the Council's project management arrangements.

G. People leadership and management

- Lead and manage the teams, programmes and resources within the post holder's area of responsibility, including line management of relevant Programme Managers, Project Managers and Assistant Project Managers, and matrix leadership of multi-disciplinary project teams and external suppliers/consultants.
- Contribute to the wider leadership of the Capital Delivery service, supporting the Assistant Director Capital Delivery in developing consistent standards, strengthening governance, sharing learning and promoting a high-performing delivery culture across the wider team.
- Set clear objectives, undertake performance reviews, delegate effectively and develop staff capability in programme delivery, governance and stakeholder management.
- Promote a culture of high performance, learning and continuous improvement, consistent with the Council's values.

3. Financial Responsibilities:

- Hold overall responsibility for financial management across the capital delivery portfolio, including budget planning, forecasting, variance management and ensuring affordability and value for money for all programmes and projects. Ensure commissioning and procurement strategies are robust, compliant and aligned with available funding and approvals, including Article 10 requirements where applicable, with appropriate sign-off in place with Corporate Finance.
- Ensure appropriate financial controls, audit trails and reporting are in place for Service Director, Heads of Service, service leads, portfolio boards and senior governance groups. Support Project Sponsors in developing business cases and funding strategies, ensuring assumptions, risks and delivery implications are clearly evidenced and governed.

4. Health and Safety Responsibilities (choose one option):

- Abide by Barnet's health and safety policy, associated arrangements, and implement the Senior Manager/Director responsibilities set out therein.
- Complete mandatory health and safety training.
- Ensure strategic and service plans take account of health and safety risks and effects on employee wellbeing.
- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team and board meetings.
- Lead by example, monitor and enforce health and safety compliance of managers.
- Ensure sufficient resources are allocated to managing risk.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

Caring for **people**, our **places** and the **planet**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Prince 2 / Association for Project Management qualification or equivalent project/programme management qualification.	Essential	Application
Degree or equivalent professional qualification.	Essential	Application
Membership of a relevant property, construction, project management or built environment professional body, for example RICS, CIOB, APM, RIBA or equivalent.	Desirable	Application
Experience & Knowledge		
Significant experience leading the delivery of complex capital programmes from inception through to construction, handover and closure, including schools, leisure centres and other public buildings, community infrastructure, public estate or place-based infrastructure.	Essential	Application / Interview

Experience operating at senior level within a large, complex organisation, working with multiple stakeholders and competing priorities.	Essential	Application / Interview
Proven experience of working with senior officers and elected Members on politically sensitive and high-profile projects.	Essential	Application / Interview
Strong knowledge of governance, assurance, risk management and decision-making frameworks within a public sector or similarly regulated environment.	Essential	Application / Interview
Experience developing robust business cases, managing benefits realisation and advising Project Sponsors on delivery, risk and affordability.	Essential	Application / Interview
Sound knowledge of relevant technical, legal, procurement and health and safety requirements associated with capital delivery.	Essential	Application / Interview
Experience of commissioning and managing external consultants and contractors, including procurement of professional services and works contracts for high-value capital schemes.	Essential	Application / Interview
Skill & Ability		
Ability to provide clear professional leadership, advice and assurance to Project Sponsors and senior stakeholders.	Essential	Interview
Strong programme governance and assurance skills, including the ability to identify, manage and escalate delivery risks appropriately.	Essential	Interview

Excellent communication and influencing skills, with the ability to present complex information clearly to Members, senior officers, residents and external partners.	Essential	Application / Interview
Strong commercial and financial awareness, with the ability to manage budgets, challenge assumptions and support value-for-money decisions.	Essential	Application / Interview
Ability to lead and motivate multi-disciplinary teams in a matrix management environment.	Essential	Interview
Ability to manage a complex workload, prioritise effectively and maintain delivery focus under pressure.	Essential	Interview
Values & Behaviours (only include those that are relevant to the role, must have at least 1 behaviour per value)		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		

Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview