

## Job Description

Job Title:	<b>Deputy Director of Construction</b>
Grade:	3
Salary:	c.£80-90k + eligibility for Performance Related Pay scheme and company benefits
Department:	Construction Management
Reports to:	Construction Director

### 1. Purpose of the Job:

- Support the Director of Construction to ensure that £600m+ of schemes and 2000+ residential units are delivered in Barking and Dagenham by 2023, with 500 units delivered annually thereafter.
- Lead large multidisciplinary teams responsible for delivery of complex schemes up to £200m in value
- Play an active senior leadership role ensuring the team carries out its work to the highest standards of quality, cost effectiveness, timeliness and safety
- Support the Director of Construction ensuring all staff take pride in their work, set high standards, and take accountability for excellence in delivery
- To be capable of deputising for the CD during his absence

### 2. Main Activities

- Oversee and take responsibility for delivery of a portfolio of projects and programmes of approximately £200m pa in value
- Proactively manage performance across the supply chain, to ensure that key objectives and targets in the Be First Business Plan are achieved
- Work with members of the Construction Management team and the Be First Programme Management Office to ensure that progress and programme reporting is accurate, punctual and within governance parameters
- Work with the Director of Construction to ensure the highest standards of quality, safety and environmental considerations are adhered to in Construction Management, and the principle of “right first time” is embedded in all aspects of the team’s work
- Support the Director of Construction to ensure Be First achieves its commercial objectives by helping to ensure projects and schemes are commercially viable, and deliver to targets around cost management and delivery schedules
- Inspire, lead and manage staff in construction management including (but not limited to) Assistant Directors of Construction and Senior Construction Managers, to ensure they are successful in their roles
- Support the Director of Construction to drive innovation across Construction Management, proactively seeking better, safer, more efficient, better value ways of delivering the programme of works commissioned by London Borough of Barking and Dagenham
- Work closely with the Be First PMO to ensure robust programme and project management processes are followed, utilised and improved where possible and appropriate. Work with the PMO and Director of Construction to ensure a

“golden thread” of excellent and effective governance runs through the delivery team

- Work with senior professionals across Be First (including the Director of Construction, Planning, Development and Design) to ensure that multidisciplinary teams work efficiently and effectively towards achieving the objectives and targets set out in the Be First Business Plan
- Play a leading role in strengthening approaches to health and safety and risk management, drive principles of robust risk and safety management into the delivery process

*Additional relating to “Preconstruction”-focussed role*

- Work closely with the PMO to ensure that the contract award process is streamlined, efficient and compliant, and contracts are robust
- Ensure that the contracts across the construction portfolio are properly monitored and managed in line with goals and key performance measures
- Work with the Director of Construction, PMO and senior members of the Construction Management team to ensure robust project and programme management arrangements are in place prior to delivery
- Manage the interface between the development, design and construction team during the pre-construction phase, ensuring all key requirements are met and robust arrangements for delivery are in place
- Support the Director of Construction to develop Be First’s Environmental Plan, driving towards net zero carbon
- Work closely with Design team to ensure that for each scheme in the portfolio, design is interrogated to ensure it matches the scheme goals relating to design quality, cost and deliverability
- Play a leading role in placemaking and future construction of the public realm

*Additional relating to “Build and Delivery”-focussed role*

- Lead on quality in construction: on time, to cost, right first time. Develop the Construction Management team and support them to continue to improve their build management competence and capabilities
- Liaise closely with the Health and Safety manager to ensure health and safety approaches are driven effectively and consistently in construction delivery
- Use technology to better deliver the construction programme and cascade these skills to the team monitoring the project progress (Fieldview, EDMS, BIM etc.)
- Ensure that processes and procedures are followed to enable accurate reporting of project progress against contract and programme
- Provide technical input to deal with conflict on contracts, supported by a technical assurance function
- Be a visible leadership presence on site, with an appropriate command of the details of the projects in build. Provide problem-solving, quality assurance and risk management support at a senior leadership level, as appropriate
- Lead on the handover and close out process, working closely with the PMO, ensuring that the team and the supply chain follow the quality management process

### **3. Project Management**

- Play a proactive, leadership role in directing and supporting the Assistant Construction Directors and other senior staff in Construction Management to ensure that agreed outcomes are delivered on time, within budget and to the expected standard. Work closely and proactively with the PMO in this process.
- Ensure that senior staff in Construction Management monitor and manage performance of project teams and the project outcomes, ensuring that corrective action is taken where necessary to achieve agreed targets for each project.

### **4. Customer Care**

- Support the Director of Construction to manage and develop increasingly effective relationships with LBBB and key stakeholders in the supply chain, teams across Be First, and members of the public where appropriate, ensuring a 'best in class' customer services approach is followed consistently.
- Support the Director of Construction to ensure that senior stakeholders in Be First, LBBB and the Be First Board are engaged positively and effectively in the work of the Construction Management Team
- Play a leading role in ensuring that Be First deliver on its commitments to social value, working with the senior leadership in the organisation to ensure that construction management delivers social value through its approach to construction management, procurement and management of the supply chain

### **5. Financial Management**

Manage a delegated budget of up to £200 million, within the structures of the Be First scheme of delegation.

### **6. People Management**

- Line management responsibility for senior staff in Construction Management, including Assistant Construction Directors and Senior Construction Management
- Ensure that senior staff in Construction Management are supported to work in an efficient, agile and effective manner, and take decisions to ensure that projects and programmes run according to plan, time, quality and cost
- Set clear objectives for senior staff in Construction Management, and annually review performance against these objectives in order to ensure key objectives of the Be First Business Plan are achieved
- Undertake staff management and supervisory responsibilities for senior staff in Construction Management, including the recording of absences, appraisals, recruitment, development, welfare, discipline, deployment, motivation, etc.

- Play an effective senior leadership role in the company, to help build effective teamwork and help improve overall company performance. As a senior leader, help to create an environment for ideas and innovations to be explored and work practices challenged in a constructive and positive way, and help support staff across the company to grow in their roles and achieve their potential.

## **7. General Accountabilities and Responsibilities**

- Ensure compliance with appropriate Be First policies and procedures, relevant legislation, appropriate Council Policies, Financial Rules and appropriate governance requirements.
- Comply at all times with policies and procedures relating to Data Protection, Equalities and Diversity and Health and Safety.
- As a senior leader, strive proactively to deliver Be First's company values.
- Lead, actively promote and seek to strengthen Be First's approach to Equality, Diversity and Inclusion.
- Ensure compliance with and actively promote Health and Safety at work legislation, Be First H&S policies and procedures.
- Take responsibility for continuing self-development and participate in training and development activities, encouraging and mentoring your team to do the same.

## **8. Other**

The duties mentioned above are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder