**Candidate Information**

**Head of Construction**

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| **Salary:** | Grade J:£42,080 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. |
| **Contract:** | Permanent |
| **DBS:** | Enhanced DBS is not required for this position. |
| **Base:** | Any Sustrans office in the UK with the flexibility to work from home for some of the time. |
| **Travel:** | This role will involve regular travel most weeks. The focus of this role is across the UK with an initial focus across England. Requirements for travel may include occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job Specific Information**

Sustrans has many years of experience of designing and constructing walking and cycling routes. We are currently delivering a multi-year, multi-million pound programme of new and improved walking and cycling routes across England for the Department for Transport. As part of this, we are looking to build the capabilities of our teams to reinforce our skills, knowledge and experience in this area. Appointment of a Head of Construction is a key element of this.

**Job Description - About the Role**

**Overview**

As Head of Construction you will be responsible for providing the necessary support to our project teams to ensure that construction and maintenance projects, typically associated with the National Cycle Network are completed safely, to programme and within budget.

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| **Where this role sits in the structure** | Reporting into the Infrastructure Director.  Working closely with the UK-wide geographical teams to provide technical oversight and guidance for our construction activity. |

**Key Responsibilities**

Responsibilities may include:

1. Providing support to programme-wide teams to ensure the successful delivery of construction projects.
2. Ensuring that the CDM Regulations are complied with across all Sustrans design and construction related activity.
3. Providing guidance and support on the preparation of contract documents.
4. Providing guidance and support on the administration of contracts, including negotiating with contractors.
5. Providing guidance and support on cost estimating.
6. Overseeing construction activity on key projects.
7. Undertaking technical and quality reviews of pre-construction project deliverables.
8. Investigating, developing and proposing value engineering across key projects.
9. Developing guidance and training material for project teams to enable them to carry out their roles on construction projects.
10. Mentoring of key individuals within project teams to build capability.

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Oversight of the planning, development and delivery of infrastructure projects | ✓ | ✓ |
| A proven track record in project management   * Client and stakeholder relationships management * Programme plan management * Programme budget responsibility * Programme/s risk management and mitigation * Co-ordinating multiple projects and delivery programmes | ✓ | ✓ |
| Civil engineering contract management (NEC3 & NEC4) | ✓ | ✓ |
| Preparation of Bills of Quantities and construction cost estimates | ✓ |  |
| **Skills and Abilities** |  |  |
| Excellent communication skills, both written and verbal | ✓ | ✓ |
| Ability to prioritise and manage own workload |  | ✓ |
| Ability to build successful relationships |  | ✓ |
| **Specific qualifications/ training required** |  |  |
| Professional qualification in civil engineering at CEng level, or equivalent. | ✓ |  |
| **Specific knowledge required** |  |  |
| Health and safety management including CDM 2015 | ✓ | ✓ |
| NEC conditions of contract, including NEC3 & NEC4 | ✓ |  |
| Design of cycling and walking facilities | ✓ |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.