

Director of Property and Special Projects

Department Growth, Housing and Environment
Reports to Director General Growth, Housing and Environment

Job purpose

Support the Director General Growth, Housing and Environment by creating an efficient and effective capital building programme, working with a range of stakeholders across the States of Jersey, as well as arm-length bodies, to ensure alignment to deliver States of Jersey strategic outcomes, and secure the best possible long-term outcomes for the Island and its residents.

As the lead professional for this area, responsible for representing the States of Jersey in all capital projects and leading a broad multi-disciplinary team. Collaborating with others from across the States of Jersey to ensure the delivery of capital projects in an efficient, timely and cost effective manner, in accordance with legislation and professional standards. Responsible for horizon scanning to understand how public services will need to be delivered in the future, enabling the use of new technologies and processes to meet the needs of residents and businesses alike and reflecting this in terms of capital investment in buildings.

Work with other senior leaders across the organisation as part of Team Jersey on all strategic matters in relation to organisational performance and delivery of the transformation strategy; encouraging a learning organisational culture focused upon improvement and high performance.

Job specific outcomes

Work closely with service providers to understand the future requirements for property and buildings and to create a strategic capital building programme to reflect these requirements, including reflecting how changing technologies and demand for services will impact on the current estate and ensuring investment in the future estate is managed effectively and efficiently.

Accountable for working with arms-length bodies (e.g. Andium, Ports of Jersey etc) on property and capital project requirements to ensure an aligned vision of the public property estate and the delivery of States of Jersey strategic objectives.

Design and develop a prioritised capital building programme to meet identified need, taking account of States policies and issues such as demographic trends, changing service requirements, condition and location of buildings. Responsible for identifying opportunities for co-location and multi-use buildings that address issues of strategic importance (e.g. in relation to environmental issues, energy use etc).

Direct and manage a multi-disciplinary in house team of property professionals comprising Architects, Service Engineers, Project Managers and Clerks of works, together with consultant resources bought

in on a project by project basis. Collaborating with teams of appropriate staff from across the organisation, to deliver special projects (e.g. teams from regulation such as planning) to provide a joined up, professional and competent service in line with best practice.

Develop, implement and monitor appropriate policy, performance standards and departmental procedures and project management services to ensure the effective and efficient delivery of capital projects.

Direct the architectural, mechanical and electrical services and inspection functions and work closely with development advisors to ensure the provision of comprehensive and cost-effective design, advisory and energy management services.

Ensure that the contractual administration relating to the appointment of consultants is clearly specified and in full accordance with Jersey regulations and the appropriate professional bodies (e.g. R.I.B.A) guidelines.

Responsible for the provision of advice on the financial implications of proposed capital works and any proposed acquisition, development or disposals of property assets under the control of the Department.

Act as lead representative of the States of Jersey and oversee consultation, negotiation and liaison in matters legal or otherwise, in relation to all property aspects and development activities undertaken by the Growth, Housing and Environment Department, ensuring the ongoing provision of professional and technical advice and guidance to the Chief Executive Officer, Director General, Treasurer and Exchequer and relevant Ministers on all aspects of capital development.

To develop, implement and monitor appropriate policy, performance standards, procedures and project management services to ensure the effective and efficient delivery of capital projects.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Property
- Surveying
- All major capital projects (*Joint working with the Director Commercial)
- Liaison with Andium Homes to deliver social housing in line with the States of Jersey Strategic objectives
- Asset management
- Architects

Organisational structure



Core leadership accountabilities	
Ministerial relationships	Provide guidance and support to Ministers, translating their political visions and priorities into coherent initiatives that will deliver their intended outcomes
Finance and performance	Be responsible for significant delegated budget and resources ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates values for money and compliance with relevant policies and guidelines
Corporate parent	Be responsible for providing the best possible care and safeguarding of children and vulnerable adults in the Island, by creating collaborative, efficient, and joined up public services where children and vulnerable adults can flourish in a healthy, safe educational and social environment.
Customer and Islanders	Ensure that there is a clear and consistent focus across the organisation and its partners on delivering inclusive and an outstanding customer service experience to all customer and Islanders
People management	Provide strong and inspirational leadership, promoting a culture of high performance, continuous improvement, innovation. Be responsible for optimising workforce capability, ensuring fair and transparent approaches talent management and resourcing decisions that promotes diversity and inclusive. Develop workforce plans that ensure the capability and capacity required to meet current and future business requirements
Jersey Standard	To be responsible for creating the Jersey Standards. A performance and service excellence framework for the States of Jersey
Partnership	Develop effective internal and external partnerships and collaborative working to achieve the strategic vision of One island, one community, one government, one future. Act as a positive ambassador for the Island and the States of Jersey.
Governance, compliance and organisational reputation	Provide assurance that strategic decisions are being made in accordance with governance arrangements, relevant legislation with particular reference to Jersey Laws, statutory requirements and policy and operate within an acceptable level of risk. Lead by example and behave in accordance with the code of conduct, carrying out duties within profession good practice and legal standards.

Executive traits and behaviours	
Make the right impact	Inspires others, is visible, adaptive, authentic and engenders trust
See things through	Demonstrates courage, takes responsibility, is resilient and tenacious
Move at pace	Learns quickly, is curious, agile and innovative
Makes things happen	Thinks strategically, acts tactically, creates social value through commercial approach

Creating conditions for success	
Builds powerful relationships	Achieves through influence not control, promotes teamwork and partnership
Builds and sustains effective alliances	Forges dynamic alliances with others to provide world class services
Creates capability	Successfully leads team, realises potential, creating a learning environment where talent thrives
Creates a successful team Jersey culture	Works corporately to create cohesion, breaks down silos and achieves through common goals
Generates ambition	Sets the highest performance and ethical standards, hold people to account
Delivers transformation	Articulates a clear vision, wins hearts and minds and takes balanced risks

Person Specification [for recruitment only]

Specific to the role

The post holder will have a background in a property or project management discipline together with management experience at a senior level and a proven track record of demonstrating delivery and leadership across a range of programmed projects.

The post holder is required to be qualified to at least degree level and possess a post graduate qualification in a relevant discipline.

A detailed knowledge and understanding of programme and project management, together with the management and effective deployment of financial and human resources, is essential.

Excellent interpersonal, written and verbal communication skills are required to produce business case information and progress reports to high level political and senior management teams.

Powerful consultation skills and the credibility to influence project stakeholders effectively are essential to ensure the progress of a programme of works is delivered on time and to budget.

The post holder will need to be receptive to new ideas and keen to encourage the professional development of staff.

Experience working in a political environment and an understanding of the workings of government and the States of Jersey would be an advantage.

Generic to senior leaders

Demonstrate significant experience of working in a senior role in a political environment and evidence of the ability to challenge and negotiate with a wide range of stakeholders.

Demonstrate knowledge and understanding of the challenges that the States of Jersey faces, matched with an understanding of the policy and governance requirements for the department accountabilities within the role.

Demonstrate a proactive, credible and authoritative voice on behalf of the Island with evidence of successful lobbying of senior government figures and counterparts, and other influential stakeholders.

Ability to build and develop strategic relationships, influencing and negotiating with a wide range of stakeholders and partners to achieve outcomes.

Demonstrable track record of leading, motivating and managing teams to achieve high performing and significant sustainable service improvements and outstanding results, within agreed budgets to meet agreed targets and strategic objectives, within an organisation of a comparable scope and complexity.

Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within an inclusive, open and high-performing environment.

Demonstrable evidence of applying creative and business like approaches to managing demand for services to deliver cost effective and efficient outcomes.

Demonstrate the capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner.

Qualified to degree level or equivalent qualification or relevant experience.