

## **Isle of Man Civil Service Job Description**

Job Title:	Capital Projects Controller
Division:	Financial Governance Division, Treasury
Location:	Government Offices, Douglas
Grade:	SEO / Pay Band 25
Responsible to:	Director of Strategic Asset Management and Valuation
Responsible for:	1 Administrative Officer (AO)

### **Job Purpose:**

The post is located in the Strategic Asset Management and Valuation Section of the Financial Governance Division, the Treasury.

The post's main purpose will be:

- The provision of professional advice on the capital programme to the Treasury;
- Support the Director of Strategic Asset Management and Valuation with the development and maintenance of an effective and up to date asset investment plan;
- To be a co-ordinator and key contributor to the team considering the development and approval process relating to capital procedures and business cases;
- To develop, manage and maintain effective performance monitoring of capital project delivery and highlighting concerns or issues;
- Preparing monthly and quarterly reports to the Strategic Asset and Capital Investment Committee (SACIC) as well as Treasury and Council of Ministers as appropriate.
- Working with the Strategic Property and Valuation officer to ensure that capital investment in assets is captured to support appropriate annual re-valuation of fixed assets;
- Providing advice regarding changes to legislation as it affects the need for asset investment and capital programmes;
- Be the interface between the major projects unit in the Cabinet Office and SACIC.

Also required is the ability to work unsupervised, plus the ability to prepare reports on technical construction and capital programme matters and to deal with officers and politicians from across the whole of Government. It is anticipated that staff supervision may also be required.

### **Main Duties and Key Accountabilities**

The post holder will be expected to have a degree level qualification in a construction related subject and ideally hold, or be working towards, a professional qualification in a construction related discipline.

They shall perform such duties and observe and carry out such reasonable instructions as the Department, or person duly authorised by the Department, may from time to time give.

A summary of the key duties is provided below:

**Technical advice:**

- Provision of strategic and technical advice in relation to all aspects of the capital programme;
- Review business cases and gateway approvals and make recommendations in line with corporate strategies and asset/infrastructure needs assessments;
- Review proposals from Departments in relation to capital projects and make recommendations for concurrence to Capital Projects investment;
- Provide consistent and professional advice in respect of capital procedures and the capital programme including gateway approvals and available funding;
- To undertake capital project business case appraisals;
- Set and monitor key performance indicators for delivery of the capital programme.

**Co-ordinating, influencing and supporting:**

- Co-ordinate and liaise with teams involved with the delivery of the capital programme project work;
- Carry out research and disseminate information to support a modern, cost effective and affordable approach to capital investment;
- Liaise with the Attorney General's Chambers and Internal Audit to produce advice and reports in relation to compliance with relevant procurement and other such procedures;
- Develop, test and implement new systems for assessing and prioritising bids for capital funding.
- Work in conjunction with the Director of Strategic Asset Management and Valuation and the Strategic Property and Valuations Officer develop the principles and raise the profile of Capital and Property Asset Management Planning across Government
- Co-ordinate with the Strategic Property and Valuations Officer to ensure that any new or work-in-progress capital assets are captured as assets at the appropriate time;
- The post holder will represent the Treasury and SACIC in a range of settings and will champion (but also identify issues and promote changes to) the procedures to be followed in the delivery of the capital programme.

**Service Delivery:**

- Lead an annual review of the strategic infrastructure needs assessment to be able to establish a five year asset investment plan that will guide the prioritisation of capital bids.
- Compile monthly and quarterly reports as appropriate and in liaison with colleagues across Government to monitor the capital investment programme;
- Draft papers to be laid before SACIC and Treasury concerning capital projects and programme;
- Research and prepare answers to political questions on the capital programme;
- Co-ordinate and prepare professional and impartial reports and recommendations on a wide range of capital projects to the Treasury and SACIC in conjunction with the Departments of Government, Statutory Boards and Public Bodies.
- Carry out site visits as required to be able to report on practical progress and recommend improvements or variations to projects and systems;
- Monitor capital project delivery and correlate this with the relevant assets for re-valuation purposes

## **Personal Attributes:**

### **Knowledge, Skills, Training:**

- Experience of the delivery and management of capital projects
- Computer literate
- Good communication skills, both oral and written
- A confident personality, capable of working with senior officers and politicians
- Good analytical skills
- Knowledge of the Government capital and procurement procedures
- Accuracy and numeracy to a high level
- An innovative and flexible style; with commitment and determination

### **Other Requirements:**

- Maintain an appropriate level of professional and personal development tailored to the position.
- The ability to work at sites (often remote) across the Isle of Man with varied terrain and access.

### **Staff Management:**

- The post is expected to have line management responsibility for an Administrative Officer who will provide administrative support to SACIC and the wider Strategic Asset Management and Valuations team and rates collection team.

### **Performance Management and Improvement:**

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews. The post holder will also ensure directly reporting team members comply with the Scheme as directed by the Treasury.

Regular meetings should be held with line managers/reporting staff and regular interim reviews are required by the Treasury. These are specifically designed to deliver the aims and objectives of the Treasury. The post holder is responsible for ensuring that directly reporting team members understand their contribution to the team, the Treasury and the Government as a whole.

The post-holder will also be expected to engage with and support the production of the team's operational plan.

### **Health and Safety:**

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Corporate Strategy Division.

## Reporting Framework

The post holder reports to the Director of Strategic Asset Management and Valuation of the Financial Governance Division, Treasury.

The Capital Projects Controller, as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

As Reporting Officer, the Capital Projects Controller will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and a Personal Development Plan is agreed with the post holders;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

## Integrity

As an appointee of the Treasury, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Corporate Strategy Division business and to uphold such confidences.

## General Scope

This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This role description will be reviewed as necessary to reflect the future requirements of the Financial Governance Division and the Treasury.

## Representation and Corporate Contribution

The post holder will represent the Strategic Asset Management and Valuation Office and the Financial Governance Division, Treasury and Isle of Man Government as appropriate in a range of settings, forums, committees, working groups and events. The post holder will be a committed ambassador of the Strategic Asset Management and Valuation team and the work that it seeks to achieve.

## Management Authority under relevant procedures:

Civil Service	Authority of Post Holder
Disciplinary Procedure	Recommend Dismissal Recommend Suspension Up to Final warning Appeals to Written warning
Capability Procedure	Submission of an Adverse Report Up to Final Warning
Grievance Procedure	Stage 1 Stage 2 Stage 3

**The competency levels for this post are:**

<b>Leading and Working Together: Level D</b>
Sets challenging goals for themselves and their team(s); motivates colleagues, showing an energetic and positive approach; encourages teamwork and collaboration within the Department and across the organisation; creates an atmosphere of respect and tolerance; networks widely with colleagues across the organisation and with external contacts; behaves fairly and consistently in managing differing points of view.
<b>Building Partnerships, Communicating and Influencing: Level E</b>
Works collaboratively at the corporate level and supports effective corporate working; has knowledge of other Government functions and works regularly with contacts in other Departments; builds strong partnerships and networks externally with a wide range of contacts; influences and persuades effectively in a wide range of scenarios.
<b>Achieving Results: Level E</b>
Identifies Divisional and Departmental priorities and secures and plans resources to deliver Divisional/Departmental objectives; directs the allocation of resources to deliver Divisional and Departmental objectives; leads by example, showing a sense of urgency and a positive 'can do' attitude; is clear about what will deliver customer service and value for money; takes responsibility for the results achieved by the Department; is involved in the delivery of cross departmental projects and initiatives.
<b>Delivering a Quality Service: Level D</b>
Shows a passion for providing excellent service to internal and external customers; sets standards for the Division/Department and high expectations of work from themselves and colleagues; communicates strong expectations for the improvement of service delivery; reviews benefits, costs and value for money and encourages colleagues to look for ways to improve performance
<b>Changing and Learning: Level E</b>
Is positive towards change and leads the change process within the Division/Department; quick to respond to corporate initiatives and help others to understand the rationale and benefits; identifies new ideas and opportunities to improve services and efficiency; identifies development opportunities for individuals and teams within own Division/Department and is actively involved in their development; applies specialist knowledge and skills, rapidly absorbing new specialist information and taking steps to stay abreast of specialist developments in their field.
<b>Managing the Political Environment, Showing Commitment and Resilience: Level E</b>
Is keenly attuned to the political interface at Departmental level and manages relationships with the Minister and Members in a constructive manner; may occasionally be involved in meetings/presentations to COMIN; consistently succeeds in gaining agreement to proposals at Department level; prepares thoroughly for negotiations and meetings.

## Isle of Man Civil Service, Person Specification

Post: Capital Projects Controller

Department: Treasury, Financial Governance Division

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- Working with the Strategic Property and Valuation officer ensure that capital investment in assets is captured to support appropriate annual re-valuation of fixed assets;
- Providing advice regarding changes to legislation as it affects the need for asset investment and capital programmes;
- Preparing answers in relation to technical or political questions.
- Be the interface between the major projects unit in the Cabinet Office and SACIC.

ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<p><b>Qualifications</b></p> <p>Degree or professional qualification related to capital investment/construction</p>	E	CV, Pre-employment checks
<p><b>Experience</b></p> <p>Relevant experience of capital projects, construction and/or public sector asset management</p> <p>A sound working knowledge of construction legislation, procedures, regulations etc. and awareness/interest in relevant industry issues and developments</p> <p>Management a wide range of relationships including dealing with politicians</p>	D  E  D	CV, Interview  CV, Interview  CV, Interview
<p><b>Knowledge &amp; Skills</b></p> <p>Experience in communicating with the public</p>	D	CV, Interview

Presentational skills – effective communicator	E	CV, Interview
Ability to work with people at differing levels both internal and external to the organisation	E	CV, Interview
Ability to balance different demands and workloads	E	CV, Interview
<b>Disposition</b>		
Confident manner	E	Interview
Proactive approach	E	Interview
Persuasive and able to influence decision making	D	Interview
Willing to embrace change	D	Interview
Resilient and confident in challenging constructively and being challenged	E	Interview
<b>Circumstances</b>		
The ability to work at sites (often remote) across the Isle of Man with varied terrain and access	E	CV, Interview
Driving licence and access to own vehicle	E	Pre-employment checks
Isle of Man Worker	D	Application Form