

Job Description

Post Title: Utilities Technical Coordinator

Directorate: Delivery Directorate

Reports to: Utilities Manager

Direct Reports: 0

Key relationships: Delivery Directorate Delivery & Portfolio Units, TfWM programme/project sponsor teams, Midland Metro Alliance, local authorities, TfWM Network Resilience team, utility providers & utility contractors

Role Summary

The Utilities Technical Coordinator will provide project support for programmes that manage the impacts of utilities works for major capital projects within the Delivery Directorate at Transport for West Midlands (TfWM), enabling projects are delivered successfully, to agreed scope, on-time and on-budget.

The Utilities Technical Coordinator will provide technical input to support the coordination, integration and delivery of utilities works within major projects. Working in a cross-functional fashion across the Delivery Directorate, they will support and maintain high value and collaborative arrangements with partners and stakeholders. The Utilities Technical Coordinator will be able to apply relevant technical principles and guidance in supporting major utility diversions.

Responsibilities

- Support the Utilities Manager in oversight and delivery of major utility works associated with the construction of major road, rail and metro projects with an annual estimated spend of c.£10m.
- Work collaboratively across TfWM and Statutory Undertakers to support the delivery of the utilities elements of major infrastructure projects, in line with the requirements of the relevant Programme Boards.
- Apply relevant standards, Codes of Practice and legislation in the management, mitigation and delivery of major works to utilities.
- Support the Utilities Manager and Utilities Commercial Manager in a procurement and commercial context to manage the financial and programme impacts of utility works to infrastructure programmes.
- Work with responsible teams and individuals to obtain internal and external approvals where required and facilitate key agreements.
- With support from finance and commercial colleagues, support budget management activities to ensure that financial administration, monitoring and reporting is of the highest standard and that appropriate financial scenarios can be tested.
- Production of the applications of diversion requests in accordance with NRSWA Appendix C.
- Provide general technical and commercial support to the utilities team and in a cross-function fashion across the Delivery Directorate.
- Manage and maintain a combined advanced utility diversion schedule which is coordinated along with the main project schedule and the overall programme.
- Report project progress to project sponsors.

- Organising and updating of utilities records and diversions.
- Raise works orders and facilitate application payments, invoices and keep appropriate financial records up to date.
- Arrange and attend meetings with Statutory Undertakers and key stakeholders;

Person Specification

Please specify (X) whether the experience required is Essential (E) or Desirable (D)	Assessment Method				
	E	D	App*	Int**	Other***
Experience					
Partnership working within a multi-disciplinary organisation and to collaborate both internally and with external organisations to manage major infrastructure projects	X			X	
Working with key stakeholders both internally and externally	X		X	X	
Understanding of C1 - C9 process associated with utility works as set out in The New Roads and Street Works Act.	X		X		
Procurement of contestable utilities works, including tender development, NEC contract management and early contractor involvement	X			X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Excellent communication skills, both written and verbal	X			X	
Project management skills covering risk management, schedule development and reporting		X	X		
Good analytical skills, able to review information and determining the best approach.	X			X	
Knowledge of regulations, Codes of Practice and relevant guidance associated with the diversion and management of utilities works		X	X		
Qualifications/ Professional Memberships	E	D	App	Int	Other
An appropriate degree level qualification or appropriate alternative. e.g. Civil Engineering, Highways or Building.		X	X		
Appropriate professional memberships e.g. APM, ICE, CIHT.		X	X		
PRINCE2 Practitioner (or equivalent).		X	X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.

Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.