

JOB DESCRIPTION

Job title: Chief Operating Officer
Job holder: Vacant
Reporting to: CEO
Directorate: Chief Operating Office
Location: 2 Snowhill, Birmingham
Job code: xxxxx

1. **JOB PURPOSE** (A single sentence, normally three or four lines describing the overall purpose of the job)

The COO shall have the primary responsibility of leading the day-to-day operations of the HS2 Ltd organisation in accordance with the strategic plan and operating and capital budgets.

Hs2 Ltd is a government-owned company that will deliver phase 1 of the HS2 programme and its services, while planning and winning parliamentary approval for phase 2, achieving safety, cost, time and quality standards that will transform Britain's rail capacity and connectivity as well as the passenger experience, while driving economic growth and regeneration.

2. **REPORTING RELATIONSHIPS** (Show where the job fits into the organisation. Make clear the titles of any jobs that report to this job and the titles of any other jobs reporting to the same line manager)

Titles of all direct reports to this job:

- Commercial Development Director
- Land & Property Director
- Procurement & Supply Chain Director
- Chief Information Officer
- Head of Estates and Facilities Management

Titles of all direct reports to the same line manager:

- Chief Financial Officer
- Managing Director, Phase 1

- Managing Director, Phase 2
- Managing Director, Railway Operations
- General Council & Company Secretary
- Human Resources Director
- Director of HSSE
- Strategic Engagement & Communications Director
- Chief of Staff

3. ROLE OF DIRECTORATE/DEPARTMENT (Describe the main functions of the Directorate/Department and make clear which part of the Directorate/Department this job fits into)

The COO Directorate will provide strong corporate leadership, and ensure appropriate leadership focus on commercial activity including procurement and supply chain management, all land and property activity, commercial development and IT. The directorate will also be accountable for managing the High Speed 2 Estates Portfolio.

4. ACCOUNTABILITIES (These are a series of statements that describe the main areas this job is accountable for. Most jobs have between six and ten statements. Each accountability should make clear what is done and the results that have to be achieved)

5. REQUIRED CRITERIA (Please make clear the skills, knowledge, type of experience and behavioural competencies required in order to do the job in a fully effective way. Anything you put in this section must be capable of objective assessment)

SKILLS

- Analysis Skills – including an ability to assimilate complex, ambiguous and often incomplete information, in order to take action providing clear direction and purpose to the organisation and its stakeholders
- Organisational Planning & Performance management skills – for example: An ability to understand and focus on detail as needed whilst maintaining the strategic vision and overview to keep the project focussed
- Influencing and Negotiation skills - to effectively engage, promote and influence across a range of stakeholders including; government, the community, opponents of HS2, environmental bodies, technical contractors etc. including the ability to defend the strategy and delivery of the programme
- Leadership Skills - Ability to lead and motivate senior teams and build consensus within the senior team, Executive and the board

KNOWLEDGE

- Knowledge of the UK and international context surrounding HS2, which includes having insight into the political and environmental implications for the programme..
- Knowledge of setting strategy & vision which can be implemented

TYPE OF EXPERIENCE

- Experience of dealing with the procurement of a complex supply chain and leading a functional team to provide cost effective services to the organisation
- Experience of Commercial Development in a major infrastructure project, dealing with third party investors and exploiting commercial opportunities in a public-private context
- Experience of the Hybrid Bill and Parliamentary processes, specifically the demands of stakeholder consultation and engagement.
- Experience of leading a successful transformation of a large complex commercially focussed delivery organisation, achieving significant improvements in efficiency, effectiveness and customer service.
- Experience of leading an ingrained health and safety culture through personal leadership and commitment

BEHAVIOURAL COMPETENCIES

- Collaboration & Relationship Building: Work in collaboration with supply chain partners, stakeholders and colleagues to achieve quality outcomes, ensure value for money, manage risk and to ensure all voices are heard
- Engagement and Influential Communication: Communicate appropriately with a range of people, understanding different perspectives and adapting communication style to have a positive impact
- Results Orientated: Demonstrate energy and commitment, focusing efforts on achieving quality results and setting standards for excellence
- Innovation & Initiative: Apply foresight, proactively identify opportunities, be innovative and anticipate unexpected issues and challenges
- Manage Change & Ambiguity: Demonstrate resilience and the ability to implement and adapt to change, creating an environment that helps people to change

6. DECISION MAKING (Describe the main decisions taken by the job and those that are referred to the line manager)

The post holder can decide the following:

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TO COMPLETE – INFLUENCES GRADING

The following decisions are referred for approval:

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7. DIMENSIONS (Provide the quantitative data describing the scale of what the job has an impact on. Examples are: work volumes, budgets managed, employee numbers managed directly and indirectly, number of suppliers, contractors etc.)

- The job holder will lead a team of c. 300 members of staff and will have to direct responsibility for capital budgets in the region of 70mn

8. KEY CONTACTS (Please describe the main contacts of the job both within HS2 and external to it. Make clear for each contact the purpose, frequency and method of communication)

- HS2 Executive Team Members
- Board of Directors
- Department for Transport
- Network Rail
- Local communities
- Parliament
- Local authorities and Local Enterprise Partnerships

9. COMPLEXITY (Describe the two or three things that provide most complexity in the job)

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10. HEALTH AND SAFETY

Take reasonable care to ensure you're own and others' health and safety – including those who may be affected by the day-to-day delivery of this role – by taking personal responsibility for working to the HS2 S.A.F.E programme principles.

Co-operate with HS2 in all matters relating to health and safety, including following safe working procedures at all times and not interfering with measures in place to protect your health, safety or welfare.

Advocate and promote the company's well-being strategy and policies.

11. DECLARATION

In signing this job description the job holder is agreeing that they have read, understood and agreed to the role and its accountabilities. Where material changes arise, it is the joint responsibility of the role holder and line manager to have the document updated.

Approved by (Manager's signature):

Date approved:

Job holder's signature:

Date signed: