

Job Profile: Complex and Legal disrepair manager

Job Title: Complex and Legal disrepair manager

Job Grade: Level 4 Zone 2

Salary Range: £45,042 - £51,870

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

Accountable to the Complex and Legal Disrepair Manager, you will be part of a team to ensure that Camden's complex day to day works, and disrepairs work to its housing stock are delivered to the highest standards of quality, customer satisfaction, health and safety through thorough pre/during/post inspection regime. Agree project scope of works with subcontractors or direct delivery trades to ensure delivery is within agreed timescales and costs. Work within the budget constraints as set by the Complex and Legal Disrepair Manager of approximately £3m.

Example outcomes or objectives that this role will deliver:

- Commercially aware of operational decisions, ensuring the service remains within budget.
- Inspection and identification of the cause of a problem, interrogating and recognising when action needs to be taken and recognising any compliance issues, risks, and making decisions where required
- Identify a range of solutions to a problem by evaluating the solution in terms of cost, impact to the resident, quality and potential risks. Making decisions when a bespoke solution might be required and specifying the requirement
- To be a technical expert in approving basic to more complex solutions and setting out a programme of works to the contractor for how and when the solution will be delivered.
- To monitor work in progress measuring whether it is fit for purpose, timescales are being met, cost, quality, health and safety and identify when contractors are not meeting performance targets and action and make decisions as appropriate.
- Manage the programme of works ensuring contract administration is followed out, monitoring quality, cost and compliance.
- Update all IT work flow systems to ensure work updates are captured and recorded at the earliest opportunity.
- Work closely with the repairs teams to coordinate work associated with the housing stock and recall works to minimise duplication of resource

- Discharge the Division's responsibilities under the Camden Safety Risk Management Model and manage all aspects of health and safety and compliance at all times.

About you

- Extensive experience in delivering complex/disrepairs service for social housing.
- Extensive experience, knowledge and understanding of repairs techniques
- Understanding of disrepair legislation.
- Detailed Knowledge and understanding of pre- and post- inspection processes, building pathology and repairs techniques
- Detailed Knowledge of health and safety responsibilities in relation to construction and Construction (Design and Management) regulations.
- Knowledge and understanding of key developments and contract issues in construction industry best practice, including partnering and framework agreements
- Knowledge of current housing and social policy issues and legislation
- Ability to project-manage complex programmes of work.
- Knowledge of procurement and tendering requirements in a local authority.

Work Environment:

Repairs is a high volume, fast moving environment and can involve high pressure on a regular basis. Flexibility, adaptability and the need to make decisions quickly is vital as priorities frequently change and information is updated in real time. You will be expected to visit properties on a frequent basis either pre, during or post completion.

People Management Responsibilities:

- Delivery Sub Contractors
- Point of escalation for administration team.

Relationships:

- Provide support and guidance to housing management teams when disrepair & challenging situations occur.
- Work in partnership with other repairs management teams to deliver an efficient repairs service borough wide.
- Back Office Support Staff
- Members, Leaseholders and Tenants

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,