

Job Profile Information: Project Manager

This supplementary information for Project Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 5 Zone 1. Camden Way Category 4.

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The Capital Works Projects team are a dedicated division within Property Management, set up, to deliver all strategic, multi discipline, capital project works across the Camden property portfolio. Working closely with the Programme Manager, the project manager will deliver nominated works of vary scope and technically, to the value of approximately £4m - £10m per annum. The expectation is that the role will mobilise and deliver the appropriate planned works projects, making sure consultation, engagement, quality, relevant legislative compliance and commercial management processes are practically adhered to and recorded. The post holder will also be responsible for health and safety matters associated with the project(s) and for the seamless handover to clients and internal asset management team.

Example outcomes or objectives that this role will deliver:

- Must plan, allocate, obtain, organise and review a project/ service's costs. Understanding the project requirements and always need and be able to deliver a seamless project delivery operation.
- Responsible for organising and motivating a project team, building and developing excellent professional relationships with management and the clients / end users.
- Developing and managing all project delivery business with project support services e.g. quantity surveyors, scoping surveyors and engagement leads
- Taking overall responsibility for the project delivery, delivering to agreed budgets relative to each project in conjunction with the commercial and finance support functions.
- Vetting and managing supply chain and appropriate direct labour force to deliver the required volume of work to meet budget.
- Compile monthly reports covering all aspects of projects and present reports at the management meetings.

- Administer the contract performance measures in line with contract documentation and / or set performance measures for schemes in conjunction with the programme manager
- Reviewing and continually improving project and safety performance.
- Managing project risks to deliver year on year cost, time and quality predictability.
- Ensuring processes are implemented to maintain or improve financial targets on each project
- Identify opportunities that improve the value of projects solutions.
- Management of the interface with the internal business partners (e.g. commercial, Finance, HR) at the required level.
- Engender co-operative, outward looking project team behavioural standards. Ensuring all project personnel possess the necessary skills and have the appropriate training opportunities to carry out their job functions.
- Ensuring compliance with all aspects of Health & Safety legislation to protect the client and Council. Ensure projects are compliant with health and safety legislation and the Council's policies on asbestos, gas, electricity, CDM, water and fire safety
- Undertake site/project surveys and make pricing proposals (with the aid of specialists and estimators, as necessary)
- Appoint and manage suitable sub-contractors/internal resources to execute the works
- To maintain a resident and stakeholder focus, making sure engagement processes are adhered to. Provide active resident and stakeholder engagement throughout the works lifecycle and management of consultation processes where scope and costs vary during the delivery phase.
- Manage site logistics including site set-up arrangements /storage etc.
- Ensure that all contracts adhere to the Council's contractual provisions and escalate issues when necessary.
- Make sure statutory approvals such as Planning, and Building Control are secured as required
- To undertake other duties reasonably expected of the post.
- To attend evening and occasional weekend meetings and events.

People Management Responsibilities:

- The post holder will also work with consultant employers' agents and project personnel.

Relationships:

- The post holder will work closely with councillors, residents and key stakeholders such as school head teachers and building managers.
- Senior management within the Council
- Cabinet Member for Better Homes

Work Environment:

- The post holder will work across the Council's offices at Holmes Road, 5 Pancras Square and Jamestown Road
- The post holder will be expected to visit construction sites and premises where they may be subject to noise and dirt and as necessary carry out inspections in line with the requirements of the post. This can involve being outside in all weathers.
- The post holder will routinely attend site at all stages of the project life-cycle and evening meetings as required

Technical Knowledge and Experience:

Essential:

- Significant experience in construction project management and or project delivery.
- Knowledge of Health and Safety legislation, compliance and the implementation of CDM regulations
- Knowledge of leaseholder management, consultation and service charge arrangements
- Knowledge of procurement processes relevant to the delivery of construction activities and repairs and maintenance services
- Can demonstrate a commitment to service excellence and a track record in positive resident engagement
- Be familiar with the process of managing design and specialist team professionals.
- Implementation of project management and reporting processes.
- Has problem solving skills, can anticipate change and facilitate that change to meet the project requirements.
- PC literate with a good working knowledge of Microsoft Excel, Word, and Project.
- A strategic thinker - understands all legislative requirements and changes in guidance that may impact on the project delivery
- The successful candidate will have a client focussed, professional and polished approach.
- A self-motivated person who can achieve targets that remains cool under pressure.
- Team player able to demonstrate this through previous positions.
- Excellent communication and interpersonal skills.

- Experience of leading stakeholder management processes
- Experience of managing schemes with resident in occupation

Desirable:

- Membership of the Royal Institute of Chartered Surveyors, the Chartered Institute of Builders, Association of Project Managers, NEBOSH construction certificate

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)

Chart Structure

