

## Job Profile

**Job Title: Programming Manager**

**Job Grade: Level 4, Zone 2**

**Salary Range: £45,042 to £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.

This is an exciting opportunity to help shape Camden Asset Management function in social housing ensure that we are utilising our limited resources correctly by identifying and prioritising our homes and assets for investment and ensuring contracts deliver value for money.

### **About the role**

The post holder will develop an investment programme for Camden's homes under the Better Homes framework covering internal and external works to our homes and assets including fire safety, energy and works to our mechanical and electrical assets. They will liaise closely with colleagues in our Repairs team to determine whether works required should be carried out under revenue or capital workstreams, ensuring all works completed are correctly captured and updated.

Apply standardisation and process to monitoring our capital programme cost control related to the delivery of the Council's extensive Capital Investment Programme to its residential and commercial property portfolio and educational buildings. The post holder is responsible to report on the day to day financial aspects of capital projects as directed; ensuring accurate financial monitoring of contractors' cost/price structures as they relate to capital provisions.

Working within the Property Data, Programmes & Systems Team, the post holder will monitor capital programme and investment. Working closely with Project Managers and Technical Officers to use capital funding in a planned and cost effective manner to establish and maintain effective cost control management and reporting of cost variations, forecast and progress of capital investment programme.

This role directly supports Camden's ambition to have decent, safe, warm and family-friendly homes to support our communities. Also, that by 2030 Camden's estates and their neighbourhoods are healthy, sustainable and unlock creativity.

## About you

You will have a strong track record in property financial management, monitoring of cost control and reporting. You will have experience of working with large datasets and providing succinct and clear analysis to a wide range of audiences. Specific responsibilities will include:

- Provide effective team management, technical advice and supervision ensuring the overall workload of the team is managed and service needs are met including all KPI's set. Coaching and developing staff to maximise performance.
- Deciding on work programmes based on "whole-life" costing and responsible for determining whether required works should be carried out under capital or revenue work streams.
- Producing programmes of planned work in accordance with Camden's asset management strategy ensuring business priorities are met and value for money achieved.
- Responsible for identifying and programming works with total annual value of up to £50m.
- Manage all live capital and repairs programming information to monitor the cost and project management of programmes and schemes in order to achieve a reliable base to assess value for money. This is to minimise risk in programme slippage and to maximise use of resources for the Council.
- Carry out financial and performance monitoring of the work of construction consultants and contractors and ensure this meets the contract requirements
- Lead on the monitoring of the budget for the capital programme and monitor the progress of capital schemes.
- Assist in the standardisation of financial systems to efficiently monitor capital budgets. Create and use a wide range of financial systems to meet the capital reporting.
- Establish and maintain a system of performance and progress on capital programmes.
- Prepare financial information for inclusion in reports to DMT, Council committees and other bodies and prepare information on progress on the capital programme. Also deal with correspondence and preparation and analysis of financial information for senior officers.
- Use the Property Management condition survey database, inputting, updating and extracting information relevant to the capital investment programmes.
- Collect, collate, analyse and contrast all cost information produced through the various construction accounting processes and to develop the information into meaningful and robust target costs on all component elements of the cost structure

**Work Environment:**

- The post holder will be based at Holmes Road and/or other Camden offices and may be required to undertake site inspections or other visits in connection with the management of the work. This may be to any properties managed by Supporting Communities Directorate across the Borough and could involve climbing ladders and inspections from scaffolding.
- To liaise with various teams and services across the directorate and external organisations. Key contacts are likely to include: residents, contractors, members, senior management and consultants.
- The post holder will prepare reports that contain complex technical background, analysis and solutions for inclusion into papers being produced for senior managers and Council meetings, including from time to time preparing and presenting the report at these meetings.
- The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works. They will also be expected to utilise handheld mobile devices for the purposes of inspection on site and data input.

**People Management Responsibilities:**

Managing a team of 2 staff, the post holder will report to the Property Data and Programmes Team Leader.

**Relationships:**

The post holder will be expected to have frequent contact with residents, contractors and all internal and external stakeholders and be making decisions that have a medium to high impact upon them.

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

## Structure Chart

