

Job Profile

Job Title: Project Officer

Job Grade: Level 3, Zone 2 (Part time, pro rata)

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.

With a clear focus on fire safety and adhering to the draft Building Safety Bill, the Council's objective is to get the best outcome for Blashford, Bray, Burnham, Dorney and Taplow towers on the Chalcots estate in terms of design, specification, quality, value for money, work methods that are resident-centred and work that improves the quality of life for current and future residents.

The Chalcots major works project team is responsible for the design, procurement, construction, and completion of a complex and high profile, £100M project. The works contract will provide a brand new, A1 fire safety rated, building envelope. This will involve the installation of new cladding panels, including the replacement of windows, new brick work, insulation to the undercroft to all five tower blocks on the estate as well as the installation of a new monorail system to improve the safety of access for maintenance, repairs, and window cleaning.

The Project team is dedicated to delivering the "envelope works" to all five towers that make up the Chalcots Estate through two contracts and two separate contractors with one covering the four similar towers (Bray, Burnham, Dorney and Taplow towers) and the second one focuses on Blashford tower, which is different in its structure.

The Chalcots Major Works project team will strive to deliver a best-in-class, high quality example, fire safe, façade project, that will be fully compliant with the references made following Dame Judith Hackitt independent review of the building regulations and proposed new fire safety regulations for high rise buildings.

About the role

Reporting to the Project Manager in the delivery of a £100m high profile project you will be responsible for the information management of all project related information. You will ensure that accurate data is readily available for the project whilst providing support for the production of reports used for monitoring, project, and performance management purposes. The post holder will also assist the Project Director and Programme Manager and participate in resident engagement if necessary, when on site.

The role requires robust and effective communication skills whilst working creatively with a range of internal and external colleagues, community resident champions and contractors. You will be working in a front line environment with residents, understanding their specific needs and requirements, including those who are vulnerable, elderly and disabled.

You will support, advise, monitor and evaluate the data capture of the major works programme and resident engagement activities

You will have an affinity for continuous improvement by learning from recurring issues, helping to drive through change and reliability throughout.

This is a critical role, central to the project team's success with focus on performance monitoring and information management relating to the project.

Key aspects of the role include:

- To collect and record and produce project information with respect to the delivery of a £100m high profile project comprising of – fire stopping reports, contractor instructions, surveys, and all data that will be required to be captured on file.
- To record all invoice and purchase orders and manage reconciliations alongside the Project Manager
- To assist in recording all data in relation to legal interventions
- To liaise with internal departments where necessary and tracking supplier communications
- Undertake all relevant project administrative tasks as required
- Work sensitively with residents and working with stakeholders including the contractor team and housing teams
- Ensure that resident profiling and communication is tightly controlled with information collection protocols strictly adhered to.
- Optimise the ICT systems utilised in project delivery to ensure all information relating to resident communication and quality control is captured and recorded in an effective fashion.
- Assist in inventory checks and all temporary accommodation related duties

The post holder is expected to:

- Work remotely with agreed attendance to be on site and work flexibly and creatively with the major works project team
- Manage data capture and assist the Project Manager as directed with regards to works
- Administrative tasks within the project team under the supervision of the Project Manager
- Assist the Project Director
- Participate and assist in works programme and progress review meetings with the Project Manager and Programme Manager
- Supervise the temporary accommodation schedules for the major works programme
- Ensure invoices, purchase orders and reconciliations are up to date
- Ability to communicate effectively with residents in relation to the major works programme
- Produce drafts of monthly newsletter, written communications to residents and update the Chalcots webpages
- Liaise effectively as deadlines will frequently change on this project, so the postholder will need to help manage and meet expectations, ensuring effective decisions about approach, communication and processes
- Find ongoing solutions and address these continually and creatively outside of existing processes and systems of work
- Monitor and evaluate both individual practice, that of contractors and those of the service and wider team in relation to resident satisfaction and preventing recurring issues

Knowledge and Experience:

- Have previous experience in data role of producing accurate reporting at both strategic and operational level is essential
- Experience of applying GDPR to data processing in practice is essential
- Numerate with excellent IT skills with experience in using and maintaining data management systems
- Team player with excellent communication skills, both written and verbal
- Excellent organisational and time management skills with the ability to use you own initiative to prioritise your workload without supervision
- Ability to work under pressure, whilst managing competing priorities.
- Ability to problem solve and cleanse data

People Management Responsibilities:

- None

Relationships:

- The post holder will work closely with the immediate project team, project service accountant, councillors, residents, and key stakeholders, the property managements asset team and the repairs and maintenance building managers.

Work Environment:

Working remotely with set agreed days based on site at Swiss Cottage and at 5 Pancras Square on occasion.

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.