

## Job Profile

**Job Title: Corporate Accommodation Project Manager**

**Job Grade: L4 Z2**

**Salary Range: £47,394 - £54,222**

### **About Camden**

Our vision is that 'In 2025, everyone in Camden should have a place they call home' and the community investment programme (CIP) is playing a key part in that by building new genuinely affordable homes and community facilities. We have completed nearly 1,000 homes to date through CIP including over 500 council rent and affordable homes, built new community centres and schools and invested in school buildings across the borough. We have ambitious plans in place to build thousands more homes.

The Council has 33,000 homes, of which 9,000 are leasehold, 150 corporate buildings and maintains 49 schools and children's centres.

The property service is responsible for the delivery of the Council's property strategy through delivery of a programme of property developments, accommodation projects, disposals and acquisitions; it is also responsible for the delivery of the Council's property asset management strategy through the day to day management of the tenanted and occupied commercial properties. The property service includes the new homes sales and Corporate Accommodation Project teams.

### **About the role**

The job holder will act as the client for a portfolio of projects related to office refurbishments, moves, and schemes in the Corporate Accommodation Programme by overseeing the project management of these schemes from inception through to the completion of final account through effective co-ordination of the programme's projects and management of their inter-dependencies including oversight of any risks and issues arising therefrom.

The job holder will work with, manage, direct, and control all parties, as appropriate, who are involved in the management of the Corporate Accommodation Programme including Senior Officers, Consultants, Contractors and staff. The post holder will:

- act as the project manager for a portfolio of projects/schemes in all work relating to the accommodation strategy schemes from inception to final account, this will include briefing, consultations with staff and all stakeholders, feasibility studies

appraisals, agreement to a brief, managing consultants, management of the tendering process and selection of a contractor, management of work on site and relocation of staff to new office spaces.

- oversee the production, management and maintenance of the project plans relating to schemes' progress and financial control ensuring that regular and high quality management information is produced on all aspects of schemes within the portfolio being managed and that project managers and all stakeholders involved in the process of delivering the office accommodation programme are well aware of their immediate responsibilities at all times.
- commission, manage, direct, and control all work undertaken by project managers engaged in the delivery of Accommodation Programme's refurbishments and office moves, and to act as a main adviser in the Council for the project managers, ensuring that they deliver to agreed timescales, quality and performance standards.
- Negotiate solutions to issues affecting the Accommodation Programme's projects and office moves, such that the objectives of the Council, staff, and services are met and ensuring projects are delivered on time and to budget.
- work and liaise with all other officers and stakeholders involved in the delivery of Accommodation Programme and work and liaise with staff in Corporate Property Services on a proactive basis to ensure adequate consultation occurs on all schemes within their portfolio.
- provide support where required to the individual property managers, to help ensure that adequate resources are available to deliver the projects in a timely fashion. This may involve the use of external consultants.
- ensure that property managers and services undertake project communications with all stakeholders at the appropriate time and joining up with other communications strategies as necessary.
- ensure that agile working aspirations in the council are enhanced and supported throughout the accommodation portfolio by implementing supporting layouts and facilities.

### **About you**

The Corporate Accommodation Project Manager will have

- experience in office refurbishments
- experience in negotiating with internal clients to ascertain service requirements
- experience in delivering office relocations
- experience of managing projects or programmes, reporting progress, and performance management.
- experience of managing people, budgets and risks.

- experience of project planning and communications.
- experience of managing external consultants.
- property experience.

**Work Environment:**

Based both in and outside (site office etc.) as the project requires; work agilely as per the council's aspirations

**People Management Responsibilities:**

No line management responsibilities

**Relationships:**

Internal stakeholder management to DMT level

External stakeholder management of consultants and contractors at all levels

The jobholder will have a close working relationship with other officers within the Division, across the Council, service managers from other departments, elected members of the Council, external consultants and the public.

The jobholder will assist in maintaining close liaisons with clients and be continuously seeking to improve the quality of services provided.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

**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,