

**Job Title:** Project Support Officer

**Job Grade:** L3Z2

**Salary Range:** £39,336-£44,878

#### **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.

Everyone in Camden should have a place they call home and our housing challenge is to ensure that Camden has enough, decent, safe and family friendly housing to support our communities. Camden Council is working on multiple property purchase initiatives to create suitable housing for our residents. This job role will sit within the Property Management Directorate and work within the Housing Optimisation Programme Team. This programme will plan for and manage the delivery of acquisitions, disposals and refurbishment work, working with our delivery teams, to optimise our housing stock and ensure the best use of Council's assets.

#### **About the role**

This project support role is created to support the delivery of the Housing Optimisation Programme as part of Camden's new Overcrowding Strategy. A shortage of social homes is one of the principal challenges facing the Borough with almost 5,000 families on our housing register living in overcrowded conditions and 6,880 children living in overcrowded or severely overcrowded conditions.

By working with internal teams and the commercial sector, the postholder will support with overall programme delivery focused on selling unsuitable social housing properties, purchasing properties and refurbishing of right sized social housing so that more residents on the housing register can have fit for purpose Council homes.

Guided by the project manager, you will undertake key activities to support overall programme delivery. This will include working with relevant teams to co-ordinate inspections, valuations and conveyancing, as well as supporting with programme reporting and tracking. You will also support the project manager with more technical project areas, including visiting and assessing void properties for potential disposal, checking title deeds, freeholds and leases, completing business cases and aiding with budget management.

The role will involve working on a number of different property optimisation workstreams to support their delivery.

You may be required to undertake any other duties and responsibilities commensurate with the grade.

**About you**

To be successful in this role you will have experience of supporting a multi-disciplinary programme, and an understanding of the project management tools and methodologies used to manage projects on time and within budget. You will have a working knowledge of local authority social housing, the private rented sector, and the commercial housing sales market. You will also be flexible and adaptable as programme needs and priorities may change.

**You will also have:**

- Knowledge and experience of supporting delivery of project plans, such as monitoring risks and issues logs, identifying challenges, updating delivery tracking and helping to evaluate outcomes
- A working knowledge of disposal and/or acquisition processes
- Experience in supporting development of project plans, project data and progress reports
- Excellent written, verbal and numeracy skills – with the ability to analyse and report data trends
- Ability to work in a fast paced environment, multi-task and prioritise competing priorities with attention to detail
- Ability to work independently, but where appropriate work closely and liaise with key stakeholders to achieve deliverables
- Experience of supporting with tracking and achieving budget targets, such as helping to update regular financial reports
- An understanding of planning and building regulations, fire risk assessments and/or the housing health and safety rating system (HHSRS) would be desirable for this role, but are not essential

**Work Environment:**

The post holder will be required to work in a variety of sites and workplaces:

- Some support with site assessments and inspections within the London Borough of Camden. This may include accompanying viewings or inspections on site or support with getting access to void properties
- Office and home working when not required on site

All staff work in an agile way in-line with Camden's approach to a paperless and flexible working environment.

**People Management Responsibilities:**

None

**Relationships:**

- Develop and manage proactive and collaborative relationships with key teams to support overall project delivery
- Ability to work independently, but where appropriate work closely and liaise with key stakeholders to achieve deliverables

**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. 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 4 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