

Job Title: Project Manager (Property Governance)**Job Grade: 4.2****About Camden**

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.

About the role:

This role will work with the Property Management Division's senior management team (SMT) to help drive and deliver its service plan, elements of the transformation programme and corporate commitments. The post holder will work closely with heads of service and the Director of Property Management to develop the service plan and make sure projects are established and progress monitored. This will span the planning of procurement activity, transformation projects, regulatory requirements and cross directorate work such as the Supporting Communities Race Equality Action Plan.

In this role you will:

- Develop and maintain relationships across the division and wider organisation, with heads of service, team managers, senior leaders, elected members, partner organisations, and residents as appropriate, as dictated by the projects, roles and tasks you are carrying out.
- Use project management tools effectively to analyse issues identifying solutions, scope potential areas of work, and plan, deliver and monitor projects to ensure they are delivered on time, to budget and deliver the desired benefits.
- Ensure that projects and programmes are properly established, governed and realise their key benefits
- Report progress, risks and issues to the senior management team

- Contribute to team knowledge, and a culture of learning around projects being led by the SMT, change management tools and methodologies ensuring the best support and advice is provided.

About you

You will have a commitment and passion to support property services in implementing a range of projects and elements of the transformation programme, including a relational and strengths-based approach in how we work with residents, ensuring lived experience informs the design and delivery of change.

You will be able to build and maintain effective working relationships at all levels across the organisation and in particular across the housing and property landscape, to influence and get things done.

You are a strong team player who can work well with a range of people, and a critical and independent thinker with a growth and reflective mindset.

Work Environment:

Property Management is a high-volume, fast-moving environment that can involve high pressure on a regular basis. Flexibility, adaptability, and the need to make decisions quickly are vital as priorities frequently change and information is updated in real-time. The postholder will work at our Holmes Road or 5PS offices and be office-based at least two days a week. The postholder will be expected to work in an “agile” way in line with the Council's move towards a paperless and flexible work environment. Some travel will be expected between council buildings.

The role will also require flexibility across our estates and neighbourhoods to engage with residents and resident groups, so working out with normal business hours is expected.

People Management Responsibilities:

The post holder will report to the Head of Housing Customer Services and Engagement.

This role will have no direct line management responsibilities.

Relationships:

The post holder will work proactively and collaboratively with the organisation's colleagues to ensure customers receive a seamless overall experience. This includes:

- Property Management Heads of Service
- Housing Heads of Service
- Strategic Leads
- HR Business Advisor
- Service Managers across the organisation

In addition, this role will be expected to work closely with residents and resident engagement groups to continually learn from and improve the resident experience.

Technical Knowledge and Experience:

You should have:

- Substantial experience of having successfully managed and delivered projects on time and within budget using sound project management methodology (waterfall and/or agile) in a complex environment – either within Property Management or a similar setting.
- Experience of project planning, drafting engaging communications, business case development and report-writing
- You will have excellent written and verbal communication skills, with the ability to analyse data to present complex information and recommendations in a clear manner to a range of audiences, and to use clear planning frameworks and approaches.
- Good knowledge and understanding of property management and/or people focused demand led services.

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:

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

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,

Note:

This document 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