

Job Capsule Supplementary Information: **Head of Programme Management**

Commented [GJ1]: Is this the right job title?

This supplementary information for Head of Programme Management is for guidance and must be used in conjunction with the Job Capsule for Job Family

It 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.

Role Purpose:

(one or two sentences that describe what this job is about)

This role will be for 6 months.

Grenfell has changed everything. Camden Council are responding by leading the way to ensure we are at the forefront of a new fire safety standard and that resident safety is at the heart of the way we work. This role will lead the Council Safety Programme of works for our high rise towers. The initial priority is the Chalcots estate, but the role will bring together information across the whole Council on wider tower block fire safety including the Safety Review and Tenants Panel

This is a fast paced, high profile role that requires a strong individual who is able to lead a cross organisational programme of work; develop strong partnerships with wider government departments including DCLG and partner organisations including LFB. You will be resident focused ensuring the programme is continuously transparent, listening and responding to resident concerns, and providing clear reassurance.

Example outcomes or objectives that this role will deliver:

(Approx. six to eight key statements)

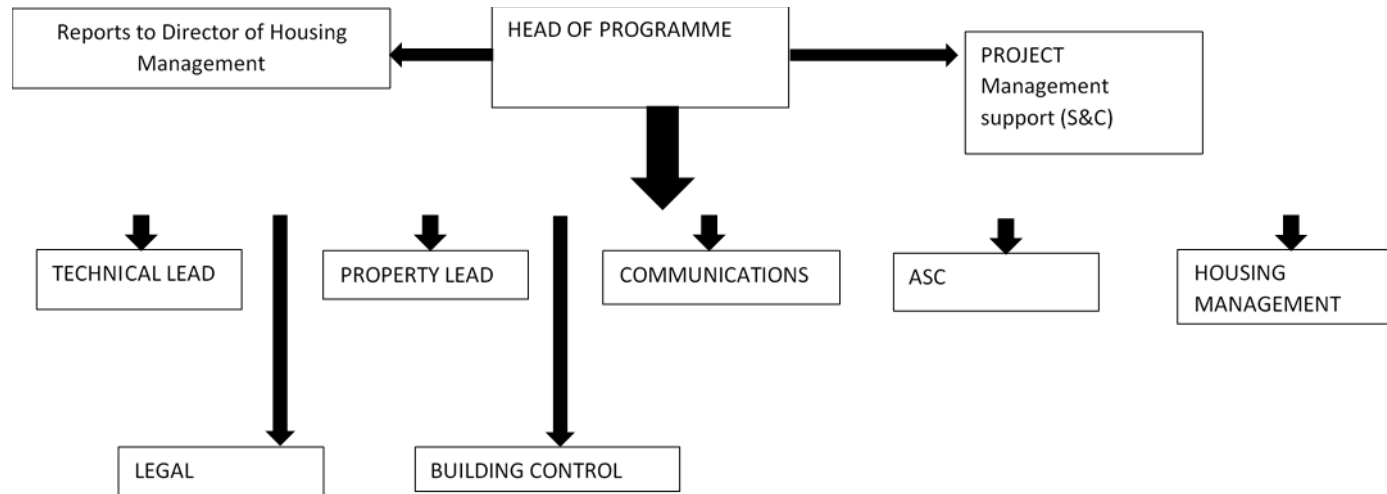
- You will lead Camden's fire safety programme, leading a cross Council team including property management, housing management, building control, communications, Contact Camden, Adult Social Care, legal and finance

- You will ensure the Chalcots programme of works is delivered at pace, while ensuring strong community engagement, partnership working and innovation in our approach in order to deliver a new fire safety standard
- You will work with the Tenant Partnership team to ensure a strong Community engagement approach including a tenants fire safety panel that provides strong recommendations for fire safety in Camden's properties.
- You will support legal colleagues in the review of Chalcots to ensure the organisation learns and embeds learning from what happened in the past.

People Management Responsibilities:

(Number of reports, nature of management responsibility)

The role will be supported by a multidisciplinary team. Their support and continued motivation is critical to giving the post holder the space to think and deliver significant results.



Relationships;

(Nature of relationships and partnerships e.g. internal, external, and level)

The post holder is the Programme lead liaising with all relevant teams across the Council. You play a crucial role in supporting the Executive Director for Supporting Communities, the Director for Housing Management, the Chief Executive and the Leader of the Council to be informed and ready to influence decision-making across our programme of work to develop and deliver a new standard of fire safety.

You lead cross organisational working, identifying when key technical expertise and strategic knowledge is needed from across the Directorates. Keeping Directors and Heads of Service informed and up to date on progress with the programme, ensuring they know when key pinch points and pressures are likely to occur and impact on their teams.

You will initially report to the Director of Housing Management, Mary McGowan, but keep the Executive Director for Supporting Communities, Jenny Rowlands and the Chief Executive informed on a weekly basis about key programme progress. Once the Director of Resident Safety is recruited the reporting lines of the his post will be reviewed.

This role is high profile, deliver a significant priority for the Council. Strong partnership working and stakeholder management is a critical requirement of the post.

Work Environment:

(Describe the work environment e.g. office based, outdoors etc.)

The post holder will be based at 5 Pancras Square but will be expected to regularly visit our estates and priorities where fire safety improvement works are being undertaken. The role may require attendance at evening and weekend meetings/ events.

Technical Knowledge and Experience:

(E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)

Qualifications

Essential:

- Educated to degree level or equivalent or able to clearly demonstrate the skills, knowledge and experience set out below

Skills, knowledge and experience

- Strong programme management
- Excellent stakeholder management skills, with experience across a wide range of service, cultures and seniority
- Strong political awareness and demonstrable Member confidence
- Strong analytical skills and ability to resolve issues at pace
- Excellent communication skills
- Managing people – ability to motivate and enable people through matrix management and collaborative working
- Strong strategic thinker and capability to maintain the programmes direction in a complex environment

- Knowledge of the impacts of Grenfell, the Chalcots evacuation and the need for a new approach to fire safety
- Knowledge of key partnership organisations
- Understanding of current public policy issues

Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:

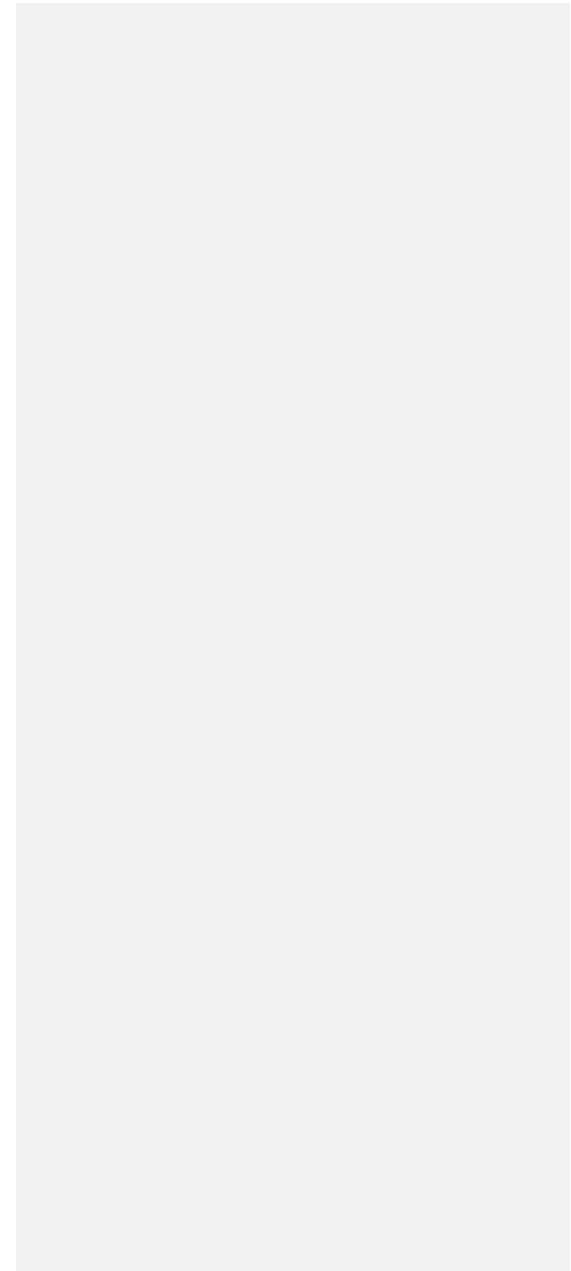
(Refer to Camden Behaviour framework)

Core Behaviours	
Adaptability	Level 6
Customer service	Level 6

Drive improvement	Level 6
Working together	Level 6

Camden Additional Behaviours – identify one or two relevant additional behaviours with the appropriate level for this role:
(Refer to Camden Behaviour framework)

Additional Behaviours	
Analysis and Judgement	Level 5
Strategic Perspective	Level 6



Structure Chart – please insert or attach an up to date structure chart showing this role

