

Job Profile Information: Sport & Leisure Facility Development Project Manager

This supplementary information for Sport & Leisure Facility Development Project Manager is for guidance and must be used in conjunction with the Job Capsule for Job Family Health and Community Job Zone: Five Level One Camden Way Category: Practitioner and Manager Level 4-5

Role Purpose:

This role leads the development and management of strategic sport and leisure facility build projects from design concept to practical completion and operational implementation. Publicly accessible sport and leisure facilities play a central role in maximising opportunities for Camden people and visitors to get and stay active and make a major contribution to strategic priorities of health and wellbeing, community cohesion and safety, economic development and employment and cultural vibrancy and diversity.

Example outcomes or objectives that this role will deliver:

- New sport and leisure facilities or enhanced existing provision to meet need for sport and physical activity (SPA) of a range of capital value in Camden in accordance or conjunction with the borough Sport and Leisure Facility Strategy, ProActive Camden SPA partnership strategy, Local Plan, the Council's Capital Investment and Place Shaping programmes, existing and emerging place regeneration schemes, schools and housing improvement programmes and parks and open spaces improvement plan
- Increased opportunities linked to facility development and improvement, for SPA and continued growth in participation, especially inactive and under provided for communities in the borough
- Strategically targeted investment for the greatest impact on unmet need and physical inactivity to address known gaps in facility provision and projected future population growth
- Maximisation of external investment in the form of partnership/stakeholder grant funding (e.g. Sport England, Football Foundation, Marathon Trust, National Sport Governing, service operator contributions), developer contributions to public realm/facility and infrastructure improvement schemes (e.g. new Sports Centre at King Cross in 2018 and HS2) and other sources of capital funding that may be available opportunistically from time to time
- Sports and leisure facility development and improvements across a number of domains including mainstream Council leisure centres, voluntary sector sites, schools, housing estates, parks and open spaces and other Council owned sites with regeneration need and potential (e.g. Good Yard)
- Facility developments or improvements that are inherently viable and sustainable long term and innovative in ways that meet emerging and popular demand and stimulate increased interest and take up of SPA

- Facility developments or improvements that comply with the highest achievable standards of accessibility for disabled people
- Diligent supervision of contractors and monitoring of contractor performance to ensure projects are effectively implemented and comply with Council regulations and procedures.
- Systematic financial management and budget monitoring and reporting to support programme delivery
- Standards, document control, policy and procedures for all Contract delivery are developed and maintained.
- Procurement of services and works and compliance with procurement policy and procedures
- Appropriate consultation, communications and engagement with local communities, and other key stakeholders politicians in relation to SPA facility projects, to ensure stakeholders are well- informed
- To provide technical advice and support on the design and implementation of projects and site management
- To play a key role in informing the development and review of the Sport & Physical Activity Facility Strategy

People Management Responsibilities:

People management responsibilities of professional teams including architects, quantity surveyors, structural engineers, contractors will be integral to the role.

Relationships;

- Planners – influencing, negotiating
- Other relevant Camden staff – influencing, negotiating, changing, motivation
- Policy & Senior Officers – influencing, negotiating, changing, motivation
- Voluntary organisations and Friends of parks groups – influencing, info exchange, advice
- Contractors and consultants – influencing, changing motivation, negotiating, supervising
- Elected Members – influencing, advice, changing motivation
- Staff – influencing, negotiating changing motivation, managing
- Funding agencies - influencing, negotiating, changing, motivation
- Developers - influencing, negotiating

Work Environment:

- The post holder is required to be flexible in working for across the council.
- The job requires flexibility with regard to the changing nature of projects as may be the case
- The post works across spaces and places within an inner city environment.
- Work will sometimes take place outside of normal office hours evenings and weekends.
- Lone working in some isolated sites

Technical Knowledge and Experience:

A recognised qualification in a building related field – either Engineering or Surveying

Understanding of statutory regulations affecting building stock, including Asbestos Management, Water Hygiene Management, fire detection and certification

An understanding of Construction Contracts and their implementation and use

Experience of managing Construction Contracts up to a value of £5M including client liaison and site supervision

Experience of valuing works and payment certificates

Experience of managing disputes and defects resolution

Condition surveys and total lifecycle costing

Specific experience in leisure projects.

An in depth understanding of health inequality and how sport and physical activity can help to address it in the widest possible sense.

Understanding of the political context of the service and potential political implications of issues and decisions relating to the service

Ability to convey complex ideas and issues both verbally and in writing to senior managers and elected representatives.

Development and maintenance of strategic relationships and partnerships

Managing complex work load including complex projects simultaneously

Experience of managing capital facility development and improvement projects

Knowledge of need and barriers to participation including equalities issues

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- **Deliver for the people of Camden**
Builds ongoing relationships with customers and engages with them about the services they receive.
Redefines customer services to improve the customer experience, keeping up to speed with trends and best practice
- **Work as one team**
Develops and maintains strategic partnerships and is a guardian of a transparent, trustworthy and collaborative work environment.
- **Take pride in getting it right**
Considers different viewpoints based around getting it right for the customer; understands the Camden culture and key stakeholders.
Aligns projects with Camden key strategies, sets clear measures of success. Plans for future activities six months to a year ahead.
- **Find better ways**
Sets and delivers challenging goals and takes a flexible approach to meeting outcomes.
Delivers major improvements; adapts the overall plan in response to contextual change.
- **Take personal responsibility**
Creates an engaging environment where staff are empowered and support each other to take decisions.

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure

