**Job Profile Information: Housing Revenue Account (HRA) Programme Manager**

**This supplementary information for HRA Programme Manager is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone …1……………. Level……5……… Camden Way Category ………4……………………………**

**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:**

This is a two year post that will lead on two areas of work - the first area and largest area will be leading a programme to deliver savings from the Council’s housing revenue account. In this work, the post-holder will need to ensure that robust plans are in place to deliver a major programme of savings. This will require them to work with senior stakeholders in Housing Management, Property Services and Housing Support to ensure robust plans are in place and robust monitoring and risk management. The second area will be developing oversight and programme management of a smaller programme of savings with the Council’s Supporting Communities Directorate.

* To manage a complex programme of savings and transformation across a) the Council’s Housing Revenue Account and b) a programme of savings within the Communities Directorate
* To ensure successful delivery, taking personal responsibility for the direction and delivery, often working autonomously and bringing demonstrable creativity and added value and impact to the work
* Overseeing the successful delivery of the programme by acting on behalf of the sponsors and co-ordinating programmes projects and management of interdependencies, monitoring progress, risks and issues, and working with strand leads, overseeing progress and helping trouble shoot
* To collaborate across departments and services to ensure progress
* Champion improved programme and project management disciplines and skills as appropriate in the delivery of change.
* In addition all project and programme managers are expected to work with and support the delivery of the Council’s Programme Management Office function

**Example outcomes or objectives that this role will deliver:**

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

* Delivery of the HRA programmes and savings programme within the Communities Directorate achieving key corporate priorities and outcomes
* Successful engagement with the political and senior leadership of the organisation, as well as residents and partners as appropriate, to deliver programmes and projects
* Ensuring that programmes are evidence-based and realise their key benefits
* Lead on aspects of organisational change, including service review and redesign as required.

**People Management Responsibilities:**

This post has no line management responsibilities but the post holder will be required to manage resource on individual programmes of work for which they are responsible.

**Relationships;**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.

The post holder will also be expected to work effectively with the Strategy and Change service’s Programme Management Office (PMO).

**Work Environment:**

The post holder will be required to work in a variety of teams and workplaces.

**Technical Knowledge and Experience:**

* Substantial experience at a senior level of having successfully managed complex, high-profile and organisationally cross-cutting programmes of work
* Experience of working across teams, departments and organisations to promote co-ordinated activity
* An in-depth understanding of the structures and operations of local government
* Expert level understanding of a range of programme and project management methodologies.
* Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post.

The post holder would be expected to have substantial experience of working in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

* Programme management
* Service review and redesign
* Project and risk management
* Innovation and future thinking
* Engagement
* Strategic and financial planning, development, implementation and monitoring
* Data, research, performance management and monitoring

**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

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>