**Job Profile: IT Project Manager for Accommodation and Agile Working**

**This supplementary information for IT Project Manager for Accommodation and Agile Working is for guidance and must be used in conjunction with the Job Capsule for Job Family: ICT Shared Service Job Level 5 Zone 1, 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:**

The post holder will act as the client IT representative for the Camden Town Hall refurbishment programme including a related portfolio of refurbishment projects, office moves, and schemes in the Corporate Accommodation Programme by managing internal and external IT resources in partnership with the Corporate Accommodation Project Managers.

The post holder will work with, manage, and direct all parties as appropriate, who are involved in the management of the Corporate Accommodation Programme including Senior Officers, Consultants, Contractors and staff.

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

* To be the interface between the accommodation project managers and internal and external IT resources for a portfolio of projects/schemes in all work relating to the Camden Town Hall refurbishment programme and related accommodation strategy schemes from inception to final account. This will include developing the client ICT brief, briefing, consultations with staff and all stakeholders, feasibility studies appraisals, agreement to a brief, managing consultants, management of the tendering process and selection of a contractor, management of work on site and relocation of staff to the new office space
* To provide expert advice regarding specific technical specialisms in ICT as part of the Camden Town Hall refurbishment programme and specifically on options to enhance democratic services functions through innovative technology solutions. To produce, manage and maintain the IT project plans relating to schemes’ progress and financial control, ensuring that regular and high-quality management information is produced on all IT aspects of schemes within the portfolio being managed. Ensuring that project consultants and all stakeholders involved in the process of delivering the Camden Town Hall refurbishment programme are well aware of their immediate ICT responsibilities at all times.
* To commission, manage, direct and control all work undertaken by project IT consultants engaged in the delivery of the Camden Town Hall refurbishment programme projects and office moves, and to act as the main IT adviser in the Council for the project consultants, ensuring that consultants meet the terms of engagement on their contract and deliver to agreed timescales, quality and performance standards.
* To effectively communicate project expectations to team members and stakeholders; attend project board as appropriate to report on progress; ensure project deliverables are signed off
* Carry out risk assessment and prepare and maintain project, quality and risk plans and devise contingency plans.
* To negotiate solutions to issues affecting the Camden Town Hall refurbishment programme projects and office moves, such that the objectives of the Council, staff and services are met and ensuring projects are delivered on time and to budget.
* To work and liaise with all other officers and stakeholders involved in the delivery of the Camden Town Hall refurbishment programme . To work and liaise with staff in Corporate Property Services and Corporate ICT on a proactive basis to ensure adequate consultation occurs on all schemes within the portfolio and suitable technology solutions are developed and delivered.
* Providing support where required to the individual project managers, to help ensure that adequate resources are available to deliver the projects in a timely fashion. This may involve the use of external consultants.
* Ensuring that project communications with all stakeholders identify and incorporate relevant IT information and joining up with other communication strategies as necessary.
* Ensuring that aspirations for modernisation of democratic function in the council are enhanced and supported throughout the portfolio by implementing supporting IT solutions for proposed technology, layouts and facilities.
* Ensuring that agile working aspirations in the council are enhanced and supported throughout the accommodation portfolio by implementing supporting IT solutions for proposed layouts and facilities.

**People Management Responsibilities:**

Manage any number of consultants and contractors on a daily basis.

**Relationships**

* Internal stakeholder management to CMT (executive) level
* External stakeholder management of consultants and contractors at all levels
* The post holder will have a close working relationship with other officers within the Division, across the Council, service managers from other departments, elected members of the Council, external consultants, contractors and the public.
* The post holder will assist in maintaining close liaisons with clients and be continuously seeking to improve the quality of services provided.

**Work Environment:**

* Based both in and outside (site office etc.) as the project requires
* Work agilely as per the council’s policies and practices

**Technical Knowledge and Experience:**

* Basic understanding of M&E Engineering and ICT infrastructure
* Experience of managing projects or programmes, reporting progress, and performance management.
* Experience of managing people, budgets and risks.
* Experience of project planning and communications.
* Experience of managing external consultants.
* Property Experience
* Extensive knowledge and experience of Project Management methodologies
* Experience of Transformation and Change programmes
* Experience of the full project management life cycle for the implementation of highly complex, large-scale, strategic IT and business initiatives
* Evidence of delivering projects to successful completion through political sensitivity
* Familiar with the security standards and all relevant legislation that affects security within the defined scope of authority

**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:

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