

## **Job Capsule Supplementary Information: Project Manager Syrian Resettlement Program**

**This supplementary information for Project Manager is for guidance and must be used in conjunction with the Job Capsule for Job Family Social Care Job Zone 4 Level 2**

### **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:**

- Ensure there is a coherent package of housing, integration support and council services for VPRS/VCRS beneficiaries ensuring the integration support provider is providing a high quality service
- Co-ordinate council services such as schools admissions, adult social care, family support and SEN, ensuring services have sufficient information and access to households to allow them to assess their needs, provide services to them and keep them safe

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

- Provider meets contract requirements through contract monitoring arrangements
- Camden meets Home Office Requirements of the VPRS/VCRS schemes
- Stakeholders are informed of the status and progress of the programme as appropriate
- Liaison with other Council departments is effective and strong partnership relationships are built, eg other council services, partners and the integration support provider assess the needs of the households, provide services to them and keep them safe
- All risks are identified, assessed and managed proactively to the benefit of the projects, in accordance with Council policies and practices, and communicated and escalated appropriately
- Monitor performance of the integration support provider and track beneficiaries progress against key milestones
- The VPRS/VCRS Schemes are delivered within the budgets agreed with the Home Office
- Report to the Home Office, AD, DMT, CMT and members on budget and performance as appropriate
- Function as the Council point of contact for Community Sponsors and Community Sponsor Scheme applicants

**People Management Responsibilities:**

Overseeing the allocated worker based in the Private Sector Initiatives Team for Housing

**Relationships;**

- Work with the Floating Support Service to ensure high quality support is provided to beneficiaries
- Work with the private sector initiatives team to manage accommodation needs
- Work closely with the integration support provider
- Work with council services who need to assess and provide services to beneficiaries
- Line managed on day to day basis by Floating Support Service Manager
- Liaise with members of the public, managing and co-ordinating offers of support
- Work with finance to ensure council receives payments from Home Office and payments are disbursed to the relevant services within the council
- Respond to queries from elected representatives

**Work Environment:**

This role is office based from 5PS and they will need to attend and arrange meetings at other sites as required.

**Technical Knowledge and Experience:**

- Able work on own initiative, and to plan and prioritise work to manage conflicting priorities, meet delivery deadlines, targets and agreed work standards, with minimum supervision
- Experience of managing projects including setting up and maintaining processes and systems for budget and performance monitoring
- Experience of organising and delivering programmes of support to vulnerable people
- Experience of monitoring the performance of third party providers
- Attention to detail

- An understanding of the needs of refugees, asylum seekers and/or recent immigrants
- Ability to work at pace
- Excellent interpersonal skills including influencing and negotiating skills
- A knowledge of the landscape of local authority services, public services and voluntary services in the borough
- An understanding of the political and managerial environment

### **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>