**Job Profile Information: Heat Metering Project Manager**

**This supplementary information for Heat Metering Project Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 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:**

Reporting into the head of service for Rents and Charges you will be part of a dynamic, expanding team in a rapidly growing area within the Council. You will be directly linked to the Heat Charges section within the team who form part of the billing solution to the Heat Metering programme.

This role is responsible for the provision of effective operational and administrative support to the Heat Metering and Billing project, supporting the planning, delivery and implementation on behalf of the Council’s District Heating Network.

Areas of focus may not only include overseeing the overall project, but the end-to-end project management of specific projects/workstreams; implementation and embedding of change elements into the business, and project management support activities as needed to deliver elements of the change portfolio.

To take a proactive responsibility to support an integrated approach to the development of the Heat Metering strategy across all council services.

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

* Establish short and long-term project objectives and ensure all those working on the project are aware of and meeting them
* Create and manage project plans, escalating any issues where necessary
* Work with the project director to ensure work is managed to time and budget, and to measurable quality standards, within the governance established for the project
* Administer key governance meetings, including minute-taking
* Giving regular updates to the sponsor and programme board
* Assign tasks to those working on the project and ensure they are completed effectively
* In addition all project and programme management staff in Camden form an active Community of Practice. This Community, which is coordinated through a small team, exists to support each other to share and develop good practice in project and programme management. It is expected that the successful candidate will be an active member of the Community.

**People Management Responsibilities:**

Not applicable

**Relationships:**

The post holder will report to Service Manager Rents & Charges. Other key relationships for the post holder will be:

* The relevant Directors for Housing Revenue Account (HRA) (primarily Housing Management and Directors of Housing Support Services)
* The relevant Service Heads for the HRA
* Business Partners for Housing Management as part of HRA
* Relevant staff with HRA services including Rents, Leaseholders, Tenancy Services, Sustainability Teams, Regeneration and Community Investment teams
* The Director the post has a business partnering relationship with, and their Heads of Service
* Business partners across the directorate finance services, and colleagues in technical and strategy areas of finance as appropriate
* Other Local Authorities

**Work Environment:**

* The post-holder will be required to work in an agile way in line with Camden’s move to a flexible work environment
* The post-holder will be expected to attend meetings and other work engagements that may occur outside of normal office hours.

**Technical Knowledge and Experience:**

* Superior organisational skills – you must work well to deadlines and under pressure.
* Substantial project management experience, either in a support role or ideally in a project manager capacity.
* The ability to create a sense of community amongst members of the project team.
* Strong relationship management skills, including experience of working with senior leaders, and ideally elected Members/politicians. You must be a people person.
* Good knowledge of techniques for planning, monitoring, controlling projects - you will have the ability to produce clear, concise reports.
* Experience of managing budgets of at least £1m and a strong understanding and appreciation of budgetary reporting
* A positive and proactive attitude to work. You must be solutions-focussed.
* Experience of using MS Office products, including PowerPoint, Excel and Word. Experience of using project/programme management software would be highly desirable.
* Experience of working within local government would be beneficial; interest in the sector is essential.
* An accredited project/programme management qualification is desirable but we value relevant experience more.
* Experience of sustainability/building projects would be a bonus.

**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/>