**Job Capsule Supplementary Information: Project Manager - Sport & Leisure Facility Builds and Improvements**

**This supplementary information for** **Project Manager Sport & Leisure Facility Development is for guidance and must be used in conjunction with the Job Capsule for Job Family: Health and Community, Job Level: 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:**

* Successful project management and delivery of sport and physical activity facility build projects from concept design to practical completion and operation, including building improvements at Camden’s 5 leisure centres
* Assemble and manage technical design teams including architects, cost consultants, surveyors and M&E engineers and Health and Safety advisors
* Develop and maintain project plans for all key stages and functions of a build project including site surveys, design development, value engineering, stakeholder engagement, planning applications, procurement of works contractor and oversight of the construction process and supervision of works contractors
* Produce external tender documentation as required and in accordance with procurement rules and standing orders and undertake procurement of project services in conjunction with the Council’s procurement advisers, including rigorous assessment of bids in accordance with compliant evaluation and transparent processes
* Produce formal reports on proposals to undertake procurement of services or works, according to the Council’s Gateway system of approval and scrutiny
* Prepare and submit planning applications having undertaken pre-planning advice from Camden’s Planning officers and Building Control
* Prepare business cases for build projects and funding bids for internal sources (e.g. capital Programme, Section 106) and external funding such as Sport England, Marathon Trust, Football Foundation, Mayor of London funding programmes)
* Produce formal proposals to undertake build projects for senior management and elected member approval
* Produce regular project update reports for senior management and elected members
* Produce design briefs and procure architects and other technical experts as appropriate for design and scheme development, taking into account the views of Camden citizens and other stakeholders
* Undertake project risk assessments, monitor and review at regular intervals, adjust programme to manage and mitigate risks, routinely report project risk status and immediately report any risks which may threaten the integrity of a project for senior management awareness and input
* Liaise with facility operators from the initial design concept stage through to mobilisation of building operation and services and building handover at practical completion

**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) in Camden in alignment with the borough Sport and Leisure Facility Strategy; ProActive Camden (PAC) needs analyses and partnership strategy; Local Plan; the Council’s Capital Investment and Place Shaping programme; existing and emerging place regeneration schemes (e.g. HS2 and Gospel Oak schemes), schools and housing estate improvement programmes and parks and open spaces improvement plan
* Realisation of the Camden 2025 vision and strategic outcomes through investment in high quality and accessible public facilities for sport and physical activity in the borough, including strong and inclusive economic growth and access to employment; a safe, strong and open borough where and everyone should be able to contribute to their community; a clean, vibrant and sustainable place; and healthy and independent citizens
* Increased opportunities linked to facility development and improvement for continued growth in physical activity take up by Camden citizens, especially inactive and underrepresented demographic groups
* 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 Bodies, 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
* 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 physical activity
* 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 citizens, and other key stakeholders including elected officials to ensure projects are informed by the community and led
* To provide technical advice and support on the design and implementation of projects and construction site management
* To play a key role in the ongoing review and development of the Sport & Physical Activity Facility Strategy

**People Management Responsibilities:**

* Report to the Head of Sport and Physical Activity
* Shared line management of x 1 number staff (Active Living Officer)
* Deputise for Head of Service managing 60 staff

**Relationships;**

Liaison with council officers and senior management, Cabinet members, elected members; citizens and businesses including contractors and consultants and external stakeholders in the statutory and non-statutory sectors.

**Work Environment:**

* The role will form an integral part of the Camden Sport and Physical Activity Service within the Supporting Communities Directorate. The post-holder may from time to time be required to contribute to other priority work streams within the Directorate
* The post-holder’s principal work location is 5 Pancras Square, Kings Cross, London. The post-holder may work in other Council offices or remotely as needs and circumstances determine
* The post-holder has to be able to work flexibly across various work environments and be able to manage competing priorities and pressures of workload and will be subject to changing circumstances and demands.
* Will be required to engage with Camden’s senior management and regularly attend meetings, including Cabinet Briefings.
* Primarily office based, but will be required to attend site visits / meetings as appropriate.
* The post holder will be required to work independently and be creative and innovative
* The job holder will contribute to decisions made with frequent external contacts and decisions on reports, best practice and development of the programme within given guidelines.

**Technical Knowledge and Experience:**

* A recognised qualification in project management of building projects and a track record of project managing build programmes and successful delivery of sport and physical activity facility build and improvement schemes
* Experience of project management and delivery of sport and physical activity facility build projects from concept design to practical completion and operation, including building improvements at Camden’s 5 leisure centres
* Experience of managing technical design teams including architects, cost consultants, surveyors and M&E engineers and Health and Safety advisors
* Experience of developing and maintaining project plans for all key stages and functions of a build project
* Experience and knowledge for producing external tender documentation as required and in accordance with procurement rules and local authority standing orders
* Experience of producing formal reports on proposals to undertake procurement of services or works
* Experience of preparing and submitting planning applications for build projects
* Experience of producing design briefs and procure architects and other technical experts as appropriate
* Experience of designing and leading citizen engagement in build projects
* A detailed understanding of the primary responsibilities and the key issues facing local government and in particular the legal and procurement issues relating to the public leisure centre sector
* Understanding of public leisure centre’s contribution to policy priorities and outcomes including health improvement; community resilience; employment, training and volunteering; economic growth; community cohesion, safety and crime reduction
* Experience of partnership working, demonstrating:
* The ability to work within the management and decision-making structures of the Council
* The ability to build partnerships and to work within them to achieve the strategic objectives of the participating organisations
* Ability to lead negotiations at a high level and provide technical input to discussions with service providers and contractors
* Ability to express complex information accurately, clearly and concisely both orally and in writing.
* Evidence of continuing professional development, including seeking out and developing best practice and innovation and develop workable and innovative solutions in problem solving situations.
* Experience in contract management, prioritisation of works programmes, and delivering these within agreed constraints including ability to manage within contract and procurement procedures, conditions, specifications, tender evaluation, programme management and financial management policies and rules
* Proven ability to prioritise and work effectively, under pressure and within tight schedules and to develop workable and innovative solutions in problem solving situations.
* Ability to implement and maintain support systems, including IT systems, necessary for the delivery of cost effective, high quality schemes and services.
* A proven ability to produce programme plans, risk assessments and resource plans
* Proven ability to work constructively across professional boundaries and sectors

**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/>