**Job Capsule Supplementary Information: Head of Camden Safety Programme**

**This supplementary information for Head of Camden Safety Programme for guidance and must be used in conjunction with the Job Capsule for**

**Job Family**

**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 role will be for 12 months covering maternity leave.

Grenfell has changed everything and led to changes in advice and guidance from Central Government in the roles and responsibility of Local Authorities as responsible landlords. Camden Council are responding by leading the way to ensure we are at the forefront of a new fire safety standard and that resident safety is at the heart of the way we work.

This role will work across the Supporting Communities Directorate and lead the Council’s fire safety programme for our housing stock and residents; this work primarily located in the Housing Management, Property Management and Resident Safety divisions. There will be a significant focus on the continuing programme of works and support for residents at the Chalcots estate.

Another key priority will be ensuring housing and property management services are delivering appropriate resident engagement and communication on all fire safety works .The post holder will lead on ensuring that the required strategic and operational changes to policy and process are being developed and implemented in line with updated guidance and legislation and the Council’s priorities. You will also work closely with the Resident Safety division to engage residents and understand how best to implement developments in policy and practice from their perspective.

This is a fast paced, high profile role that requires a strong individual who is able to lead a cross organisational programme of work; develop strong partnerships with wider government departments including MHCLG and partner organisations including the LFB. Involvement in significant change programmes such as the landlord and caretaking reviews and changes in property services will be crucial you will be resident focused with effective and wide ranging communication skills ensuring the programme is continuously transparent, listening and responding to resident concerns, and providing clear reassurance.

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

* Reporting to the Directors of Property and Housing Management, you will be the overall lead for Camden’s fire safety programme – leading a cross Council team including housing management, property management, resident safety, communications, and other key stakeholders.
* You will ensure the Chalcots programme of works and related strategic priorities and issues is delivered at pace, while ensuring strong community engagement, partnership working and innovation in our approach in order to deliver for our residents.
* You will lead on Chalcots communications and reporting with elected members, residents and government departments
* You will directly brief the Leader of the Council, Chief Executive and Executive Director Supporting Communities on the Chalcots and wider fire safety programme as required
* You will lead on the housing management elements of the fire safety programme that outlines policy and operational areas for development, review, and implementation.
* You will support property management in considering how resident experiences, communications and engagement can be embedded into fire safety processes.

**People Management Responsibilities:**

The role has one direct report. The role will be supported by a multidisciplinary team. Their support and continued motivation is critical to giving the post holder the space to think and deliver significant results.

The post holder is the programme lead liaising with all relevant teams across the Council. You play a crucial role in supporting the Executive Director Supporting Communities, the Directors of Housing Management and Property, the Chief Executive and the Leader of the Council to be informed and ready to influence decision-making across the Chalcots.

You lead cross organisational working, identifying when key technical expertise and strategic knowledge is needed from across the Directorates. Keeping Directors and Heads of Service informed and up to date on progress with the programme, ensuring they know when key pinch points and pressures are likely to occur and impact on their teams.

This role is high profile, delivering a significant priority for the Council. Strong partnership working and stakeholder management is a critical requirement of the post

**Work Environment:**

The post holder will be based at 5 Pancras Square but will be expected to regularly move around the borough for meetings or site visits. The role may require attendance at evening and weekend meetings/ events.

**Technical Knowledge and Experience:**

# Qualifications Essential:

* + Educated to degree level or equivalent or able to clearly demonstrate the skills, knowledge and experience set out below

# Skills, knowledge and experience

* + Excellent stakeholder management skills, with experience across a wide range of service, cultures and seniority
  + Strong political awareness and can demonstrate Member confidence
  + Strong programme Management Skills linked to resident engagement approaches
  + Strong analytical skills and ability to resolve issues at pace
  + Excellent and wide ranging communication skills
  + Managing people – ability to motivate and enable people through matrix management and collaborative working
  + Strong strategic thinker and capability to maintain the programmes direction in a complex environment
  + Knowledge of the impacts of Grenfell and the Chalcots evacuation as well as ability to review and understand the Hackitt Review and the need for a new approach to fire safety
  + Knowledge of key partnership organisations and ability to build and sustain relationships in challenging situations
  + Understanding of current public policy issues

**Structure Chart – please insert or attach an up to date structure chart showing this role**

**Placeshaping & Economic Development (growth & business)**

**HS2 programme**

**Asset strategy and valuation**

**Estate Services**

**Environment Services**

**Repairs**

**Community Investment &Regeneration Programme Management**

**Sports and Physical Activity**

**Tenant & Leaseholder Engagement**

**Leaseholder Services**

**Engineering**

**Transport planning and parking strategy**

**Community Safety and Emergency Management**

**Communities and Third Sector**

**Libraries, Arts and Tourism**

**Regulatory Services**

**Director of Development**

**Neil Vokes**

**Director of Housing Management**

**Mary McGowan**

**Executive Director Supporting Communities**

**Jenny Rowlands**

**Corporate Accommodation Programme Management**

**Director of Place Management**

**Paul Dunphy**

**Director of Community Services**

**Jessica Gibbons**

**Development Management**

**Building control**

**Director of Regeneration & Planning**

**David Joyce**

**Director of Property Management**

**Gavin Haynes**

**FM**

**Property Planning and Asset Management**

**Regeneration & Development**

**Green spaces**

**Tenancy Services**

**Planned Works**

**Landlord Review**

**Sustainability**

**Camden Safety Programme**

**Director of Resident Safety**

**Vacant**

**Head of Resident Safety Engagement**

**Head of Safer Places**

**Lead Officer for Safety Performance and Governance**