**Job Profile: Project Director**

**This supplementary information for Project Director is for guidance only and must be used in conjunction with the Job Capsule for Leadership at Job Level 6 Zone 2**

**This Job Profile 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 be responsible for leading on the transformation of the Camden Town Hall, re-inventing a Kings Cross Landmark. Overseeing the design, planning, construction and occupation stages of the project together with the leasing process to secure tenants for new office spaces.

As our focal democratic and civic building, the Grade II listed Town Hall is hugely important to us. However at almost 80 years-old it is in need of significant refurbishment to renew old infrastructure, bring the civic area back to its former glory and to transform old administrative offices into a thriving part of the Knowledge Quarter.

We want the restoration and modernisation of our civic and democratic function spaces to encourage more people to get involved in our decision-making, meetings and other public services. At the same time, we'll go even further in enhancing our local economy and developing entrepreneurship across the borough – by providing new commercial space for business, particularly focused on giving new small enterprises and start-ups a helping hand. The refurbished Town Hall will also provide improved facilities key public services, principally Registrars.

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

* To procure, appoint and manage all professional teams required to deliver the Town Hall project. This will include clienting the appointed Project Manager (Lendlease).
* To secure planning permission for the project and to ensure all relevant planning conditions are met.
* To work with the Project Manager in procuring the work packages for the project and that these are in line with the business case
* To monitor and manage cost and ensure that there is a viable business case in place for the project
* To ensure that contract administration, supervision and construction project management processes delivers the project to time, cost and quality targets and meets business case requirements
* To oversee the marketing and ultimate lease of commercial space to end users that will both contribute positively to the outcomes of Our Camden Plan and Camden 2025 as well as achieve the targets within the business case.
* To ensure all stakeholders are engaged, whether that be local residents, businesses, ward Cllrs, Members or internal services and users of the newly refurbished Town Hall.
* To ensure that community benefits, local employment and training opportunities are maximised during the delivery of projects.
* To report regularly on the progress and delivery of the project to the Project Sponsor, Board Directors and Councillors

**People Management Responsibilities:**

* The post holder reports directly to the Director of Development and is required to deputise on occasion.
* The post holder has responsibility for day-to-day management of a team of staff and consultants which will reflect the complexity and value of the project.

**Relationships;**

* The post holder will be responsible for developing a new way of working, bringing together ward councillors, leaseholders, residents and communities to establish and deliver a shared vision for the new Camden Town Hall.
* This is a significant venture for Camden Council, involving significant business risk in terms of delivering the investment strategy and reputational risk for the Council if the programme fails to deliver.
* The post holder will have daily contact with chief officers and very regular contact with elected members, including presenting reports to Cabinet, scrutiny and ward councillors. The post holder will represent the Council at a wide range of public meetings.
* The post holder will have daily contact with the Project Manager’s senior staff, design team and consultants/contractors as well as overseeing and directing the work of the Council’s property, cost and legal advisers.

**Work Environment:**

Office based with periods of time spent outdoors and on site at Camden Town Hall

**Technical Knowledge and Experience:**

* Degree level education
* Recognised degree level qualification **in** construction project management.
* Good knowledge of construction and safety responsibilities in relation procurement practice and related to construction and Construction law.
* Knowledge & understanding of regulations, sustainability in terms of Design and Management
* Knowledge of effective resident environment, communities and engagement techniques in relation to construction regeneration projects.
* Knowledge of construction contract and property law, including Landlord & Tenant law and practice.
* A good knowledge of best practice in regeneration and development activities.
* Knowledge of Asset Management Planning, particularly in a local authority context.