**Job Profile Information: HS2 Programme Manager**

**This supplementary information for HS2 Programme Manageris for guidance and must be used in conjunction with the Job Capsule for XXXX, Job XXXX, Camden Way Category X**

**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:**

The Council’s HS2 and Euston Programmes are key priorities due to the significant impacts that HS2 construction and the design of Euston Station will have on the Borough. The Council needs to respond to the operational challenges of large-scale construction in order to allow our communities to continue to live healthy, happy and safe lives. We need to hold HS2 to account on their commitments, whilst delivering our statutory duties.

You will provide effective programme management of the Council’s HS2 and Euston Programmes, leading and coordinating activities on behalf of strategic internal and external governance groups including:

* Euston Strategic Board (external)
* Euston Management Board (external)
* Regent’s Park Community Impact Board (internal)
* Other internal decision making meetings with cabinet members and senior officers (including with the Leader of the Council and the Chief Executive)

You will be able to contribute to intelligence gathering and analysis, and you will be able to lead programme monitoring, reporting, and risk analysis. You will also ensure that all associated projects are aligned with the overarching objectives of the HS2 and Euston Programmes.

Lead programmes with a focus on balancing budgets, interdependencies, and

resource requirements for all projects within the defined programme as well as with

other programmes or change initiatives within the Council.

Maintaining a strategic view of projects within the programme, making sure they are

aligned and co-ordinated to support the Council's specific strategies, outcomes and

goals.

Manage relationships with internal and external stakeholders as well as sponsors

across all projects and programmes and other initiatives.

Establish short and long-term programme objectives and ensuring all those working

on the programme are aware of and delivering them in a timely manner.

Define and manage the programme’s governance and quality assurance

arrangements (monitoring, reporting, change controls) as well as monitoring and

mitigating programme risks and issues, escalating to the sponsor where required

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

* Hold HS2 to account on the delivery of the Council’s ‘Assurances’ (commitments from government) that help mitigate the worst impacts of the scheme in the borough
* Support the Euston Programme Team to deliver the Euston planning brief and growth strategy for Euston
* Ensure Camden is joined up across multiple services, divisions and directorates to ensure that the work of the HS2 and Euston programmes is properly advanced
* Manage the forward programme of a number of internal and external governance boards, including the management of papers, performance reporting and risk identification and escalation.
* Engage and directly update the Leader of the Council, local MPs, Cabinet Members, ward Members and Chief Officers on programme issues when necessary
* Work with HS2 Ltd, CSJV (HS2 enabling works contractor), SCS (HS2 main works contractor), Mace Dragados (HS2 station contractor) and Lendlease (Euston master development partner) to ensure that relevant projects are being delivered in a timely way.

**People Management Responsibilities:**

There are no formal management responsibilities for this role.

The role will be expected to embrace the ethos of a self-managed team, where resources are used flexibly to deliver agreed priority areas of work. They will define priorities, set objectives and manage the workload. The post holder will agree resources with the HS2 and Euston Programme Leads and may be asked to deputise for them on occasion.

**Relationships:**

The role reports to the HS2 Programme Lead with a dotted line to the Euston Programme Lead and works closely with their teams.

To be effective, the role will engage and communicate with the following stakeholders:

* **External (partners)** – Including HS2 Ltd, Department for Transport, Transport for London, Local community groups.
* **Professional** – productive working relationship with HS2 Ltd and its contractors, Lendlease, Council services and other professionals to ensure they are aware residents’, businesses’ and others who have concerns, queries or complaints about the HS2 scheme.
* **Internal** – work with the HS2 and Euston Programme Teams, which includes representatives from Legal, Communications, Transport, Housing, Parks and Green Spaces, Housing, Development Management, Community Safety, Transport Strategy, Environmental Health, Adult Social Care.

You will support cross organisational working, identifying when key expertise and strategic knowledge is needed from across the Directorates. You will keep Chief Officers (including Directors, Executive Directors and the Chief Executive). from across the Council 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. You will also report to the Cabinet Member for Investing in Communities and the relevant ward members in the HS2 impacted areas. On occasion you may be required to report to the Leader of the Council.

This role is high profile, the relationships are sensitive and nuanced. Strong partnership working and stakeholder management is a critical requirement of the post.

The role sits within the Regeneration and Planning division of the Supporting Communities directorate.

**Work Environment:**

Office based from 5 Pancras Square.

**Technical Knowledge and Experience:**

Essential

* Programme and/or Project Management experience
* Business processes
* Experience of working in a partnership context
* Excellent communication skills including report writing
* Good analytical skills – able to analyse quantitative and qualitative data
* Influencing and persuasion.

Desirable

* Experience of Qlickview and Sharepoint and similar data software packages
* Experience of briefing and advising members
* Degree or equivalent in a relevant subject.

**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/>

**Chart Structure**

HS2 Programme Manager

Euston Programme Lead

HS2 Programme Lead