Job Profile Information: TA Purchasing Project Manager

This supplementary information for is for guidance the post of TA Purchasing Project Manager 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:
To lead the delivery of an innovative acquisition programme of ex RTB properties in Camden to meet the needs of homeless families. There may be other projects to lead at the same time. A key objective of the Homelessness Strategy is to prevent homelessness and to provide good quality temporary accommodation when homelessness cannot be prevent. The Council is remodelling its temporary accommodation hostel portfolio, which involves ending the lease on a large family hostel whilst building new council owned hostels, during which the number of temporary accommodation units in our borough will be reduced. To mitigate against this a programme of acquiring ex RTB properties for use as temporary accommodation with a budget of £22M has been agreed. The post holder will be responsible for delivering the acquisition programme.

This is a high profile post, which will require the person to work at pace and collaboratively with colleagues. The work will undergo regular scrutiny.

Example outcomes or objectives that this role will deliver:
- The key outcome will be the purchase of units under the programme
- Work closely with leads and sponsors for all services involved in the acquisitions programme in an innovative and creative way.
- Identify and establish excellent working relationships with key internal and external partners.
- Develop new procedures/processes in support of delivery of the project; developing an end to end process from identification of properties to valuation, conveyancing, void works, letting and housing management
- Produce high quality reports of activity and performance data and present these to senior managers or Boards
- Produce and maintain a project plan, risk log, key dependencies and assumptions
- Ensure achievement of challenging targets by key stakeholders within defined timescales
- Protect Council resources by detecting and preventing fraud
- Ensure value for money from the acquisitions programme
- Maintain a high level of knowledge about housing markets, assessing risks and opportunities

➢ Produce and present high quality progress reports and updates on the project plan to Project/Programme Boards, Steering Group, Senior Leaders etc. and make recommendations for changes in policies and procedures

People Management Responsibilities:

Relationships;
➢ Ability to develop and manage proactive and collaborative relationships with internal, existing and new colleagues in complex and changing relationships, to ensure that the programme delivers the required number of acquisitions.
➢ Ability to work independently but where appropriate closely with senior leaders and members and to offer advice and identify opportunities
➢ Ability to develop and maintain relationships with home owners, agents, finance companies and other commercial entities

Work Environment:
➢ The role will primarily be based in council buildings.
➢ Home working may be available at times, in agreement with your Manager.
➢ Meetings may be required off site with external stakeholders, including home owners
➢ Visits to potential properties will be required

Technical Knowledge and Experience:
➢ No formal qualifications are required but a high standard of general education attainment is essential
➢ Knowledge of the private housing letting and sales market
➢ Knowledge of related legislation, such as building conditions, conveyancing, lease agreements and housing finance as it relates to sales
➢ Excellent verbal and written communication
➢ Good numeracy skills
➢ Negotiation skills
➢ Working knowledge of data protection legislation and information sharing protocols
➢ Experience of managing budgets and assessing risk
➢ Experience of managing projects

Camden Way Five Ways of Working
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

STRUCTURE CHART - the role will be in the Homelessness Initiatives Service, reporting jointly to the Homelessness Initiatives Service Manager and Head of Housing Needs

Head of Housing Needs Group
Shaun Flook
ext.1966

Homelessness Initiatives Service Manager
Jane Mulholland
ext.5913

Housing Needs Group Special Projects Manager
Simon Rathborne
ext. 3125

PRS Project Manager for Transforming Care Programme
Thomas Watkins
ext.

Housing Placements Service Manager
Julie Newsam
ext.5515

Homelessness Prevention Manager
Babatunde Orekan
ext.2638

Homelessness Prevention Manager
Harcourt Jones
ext.8854

Homelessness Prevention Manager
Beverleigh Lawrence
ext.1512

Homelessness Prevention Manager
Kate Daine
ext.7349

PRS Placements Manager
Dean Chrysostomou
ext.2194

Housing and Health Occupational Therapist
Neil Stedman
ext.2294
Paula Harris (PT)
ext. 1101

Housing Needs Improvements Manager
Damien Dwyer
ext.3158

Accommodation Placements Manager
Cherry Cabey
ext.3531

Accommodation Placements Manager
Sabina Khanam
ext.1950

Accommodation Placements Manager
Joe Bianchi
ext.3042
Eva Kubina
ext. 1194

Homelessness Prevention Manager — Babatunde Orekan (ext.2638)
- Homelessness Prevention Adviser — Sukhmeet Grewal — ext.3039
- Homelessness Prevention Adviser — Amanda Swaby — ext.5467
- Homelessness Prevention Adviser — Dionne Cole — ext.4647
- Homelessness Prevention Adviser — Savannah-Rae Wright ext 4975
- Homelessness Prevention Adviser — Zorba Emelonye — ext.
- Homelessness Prevention Adviser — Kamar Ali — ext.5281
- Homelessness Prevention Adviser — Muhammad Rizwan Ansar ext.

Homelessness Prevention Manager — Harcourt Jones (ext.8854)
- Homelessness Prevention Adviser — Stella Dunew — ext.6858
- Homelessness Prevention Adviser — Femi Odesanya — ext.
- Homelessness Prevention Adviser — Yeside Odumade — ext.2621
- Homelessness Prevention Adviser — Vanieta Jeffers — ext.3336
- Homelessness Prevention Adviser — Chelsea Blissett Jones ext.
- Homelessness Prevention Adviser — Vacant — ext.
- Customer Service Officer — Kishan Radia — ext.0867
- Customer Service Officer — Tamara Richards — ext.3449

Homelessness Prevention Manager — Beverleigh Lawrence (ext.1512)
- Homelessness Prevention Adviser — Sheila McQuaid — ext.8846
- Homelessness Prevention Adviser — Elijah Williams — ext.2698
- Homelessness Prevention Adviser — Elsbeth Malone — ext.4770
- Homelessness Prevention Adviser — Paul Rathborne — ext.3977
- Homelessness Prevention Adviser — Daniel Johnson — ext.4848
- Homelessness Prevention Adviser — Marilyn Bramble-Litchmore ext.8848
- Homelessness Prevention Adviser — Tracey Hamilton — ext.

Homelessness Prevention Manager — Kate Daine (ext.7349)
- Homelessness Prevention Adviser — Jillian Brown — ext.2346
- Homelessness Prevention Adviser — Julia Emmanuel — ext.1610
- Homelessness Prevention Adviser — Laide Johnson — ext.3355
- Homelessness Prevention Adviser — Alain Cooper — ext.5330
- Homelessness Prevention Adviser — Vacant — ext.2698
- Homelessness Prevention Adviser — Asana Tomlinson — ext.

PRS Placements Manager — Dean Chrysostomou (ext.2194)
- PRS Placements Adviser — Garry Malcolm — ext.1139
- PRS Placements Adviser — Priscilla Aidoo — ext.4258
- PRS Placements Adviser — Darwin Francis — ext.3115
- PRS Placements Adviser — Imran Arshad — ext.3540
- PRS Placements Adviser — Sally Sharif — ext.3870
- PRS Placements Adviser — Chukwuka Eze — ext.2773
- PRS Placements Adviser — Fiona Hollingsworth — ext.4017
- PRS Placements Adviser — Maz Islam — ext.2870
- Empty Homes Coordinator — Joyce Amoateng — ext.3073
- Empty Homes Officer — Patrick Friel — ext.
- Empty Homes Officer — Arshed Zia — ext.5222

Housing and Health Occupational Therapist — Neil Stedman
- Housing Placements Information Analyst — Andrew Gunton — ext.6587
- Graduate Trainee — Polly Bass — ext.

Housing Needs Improvements Manager — Damien Dwyer (ext.3158)
- Housing Needs Reviews Caseworker — Andrew Bond — ext.2434
- Housing Needs Reviews Caseworker — Lidia Gazzi — ext.6300
- Housing Needs Reviews Caseworker — Phil Randall — ext.4717
- Housing Needs Reviews Caseworker — Matt Gray — ext.3071

Accommodation Placements Manager — Cherry Cabey (ext.3531)
- Accommodation Placements Adviser — vacant — ext.
- Accommodation Placements Adviser — Niroo Morgan — ext.4254
- Accommodation Placements Adviser — Maxine Smythe — ext.
- Accommodation Placements Adviser — vacant — ext.
- Accommodation Placements Adviser — Rashidat Aweda-Ariyo ext.2660
- Accommodation Placements Adviser — vacant — ext.
- Under-Occupation Adviser (for Older People) — Christopher Brown — ext.2431
- Under-Occupation Adviser (for Older People) — Amran Ahmed — ext.2432

Accommodation Placements Manager — Sabina Khanam (ext.1950)
- Accommodation Placements Adviser — Richard Dummett — ext.1269
- Accommodation Placements Adviser — Liane Andrews — ext.5879
- Accommodation Placements Adviser — Christopher Williams ext.8276
- Accommodation Placements Adviser — Gillian Patterson — ext.8704
- Accommodation Placements Adviser — Tola Alli — ext.2581
- Accommodation Placements Adviser — Jacynth Hylton — ext.5972

Accommodation Placements Manager — Joe Bianchi / Eva Kubina
- Accommodation Placements Adviser — Sandra Bent — ext.2617
- Accommodation Placements Adviser — Amanda Kilgallon — ext.6320
- Accommodation Placements Adviser — Sharon Burgess — ext.3042
- Accommodation Placements Adviser — Natasha Olighaza — ext.1271
- Accommodation Placements Adviser — Nasra Khalid (PT) ext.xxxx / Pavol Gabaj (PT) ext.2128
- Mutual Exchange Adviser — Ben Eguaibor — ext.3035
- Mutual Exchange Adviser — Lucy Activille — ext.5825