**Job Profile Information: Head of Capital Works**

**This supplementary information for Head of Capital Works is for guidance and must be used in conjunction with the Job Capsule for Job Level 6 Zone 2**

**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 Capital Works team is responsible for the delivery of capital works across the Council’s property portfolio, delivering fabric, fire safety and mechanical and electrical works. The Head of Capital Works is responsible for managing and developing the team of programme managers, project managers and technical officers that deliver this programme.

The post holder will work with the extended management team and stakeholders from across the Council; building a collaborative environment to develop better ways of working, new systems and our approach to stakeholder engagement. The post holder will need to build strong relationships with stakeholders in a public facing environment, keep up to date with best practice and advise on the strategic development of the service.

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

* Authority and responsibility for delivering capital works projects across the Council’s property portfolio, this work encompassing programme and project management, people management, stakeholder management, financial and quality control
* Develop the team’s capability to deliver projects by maturing the Capital Works service and creating a focal point for project information, progress and expertise
* Work closely as part of the extended management team to drive forward the division’s performance and reputation, and the continuous improvement of services
* Work with the other Heads of Service and external advisors to prepare cash flow forecasts and life cycle costing, the formulation of procurement strategy for projects in conjunction with key stakeholders
* Prepare estimates and outline costs, setting and agreeing cost limits for projects. Agreeing budgets, cash flow forecasts, financial reporting procedures and final accounts. Manage pre- and post-contract costs against agreed budgets. Ensure that there is effective cost management on the projects, providing regular reporting and ensure that any financial or time issues/problems/concerns are notified to the Director of Property Management at the earliest opportunity, including variations and claims.
* Provide support to the Director of Property Management and the Head of Strategic Asset Management in the preparation of feasibility studies. Provide support to the Head of Strategic Asset Management the preparation of business cases and project briefs.
* Managing resource utilisation across all capital programmes and projects, in particular working with the Head of Repairs to make sure the Capital Works team accommodates major repairs that are too large to be delivered by the repairs team
* Working closely with the Head of Strategic Asset Management on the appointment on the commissioning and management of external and internal design teams and other professional advisors in accordance with Council’s standing orders and procedures. Manage the development of design proposals that complement the Council’s strategic asset management plan.
* Provide a common framework of good-practice standards, tools, templates and processes for running and governing the portfolio of projects and programmes
* Lead on the management of both design and contract programmes with staff, designers and contractors and monitoring to ensure programme objectives are achieved for all projects the post holder is responsible for. Lead the liaison and meetings with client groups, design teams, maintenance teams, management teams and others during the delivery and handover period.
* Manage the preparation and dissemination of post contract project reviews following consultation with project stakeholders ensuring that key lessons learned are circulated to internal and external teams
* Actively monitor the performance of Consultants and Contractors against the Council’s requirements and performance measures, providing recommendations/reports on action required to ensure the Council’s interests are protected.
* Responsible for the maintenance of documentation and records in accordance with quality standards and the co-ordination and updating of the asset records and drawings database via the strategic asset management team.
* Responsible for ensuring safe working practices across all construction and engineering project work, developing and enforcing clear guidelines to ensure the health and safety of the team and other parties always.
* Lead, motivate and manage a team of programme managers and project managers, undertake regular performance and development reviews and make recommendations on future development and training needs.
* Build expert knowledge and work across the Division to share lessons learnt and best practice to deliver a customer focused service and ensure that regular customer surveys are undertaken as a performance improvement tool.
* To improve utilisation of data across teams and support data capture for future systems such as BIM or requirements in line with Hackitt Review recommendations.
* Accountable for the implementation of stakeholder engagement, quality assurance and data capture processes.
* Take responsibility for facilitating effective co-operation between relevant stakeholders/partners, share information willingly, appropriately and work with others to improve integration and efficiency.
* Undertake any other duties as reasonably delegated by the Director of Property Management or Executive Director

**People Management Responsibilities:** *(Number of reports, nature of management responsibility)*

* Management of 4 Programme Managers and teams containing Project Management, Technical Inspectors and Design personnel
* Work with Directors and Heads of Service to manage services across the multi-disciplinary teams
* Strategically manage the direction, outputs and conduct of staff and operatives (c. 40 staff plus third party service providers)

**Relationships:** *(Nature of relationships and partnerships e.g. internal, external, and level)*

* Staff within Camden Council
* Specialist support teams/contractors
* Consultant contract administrators and employer’s agents
* Councillors of Camden Council
* School head teachers, the schools forum and education commissioners
* Government departments and agencies
* Private and voluntary sector providers of relevant services
* Members of the public and representative bodies
* MPs

**Work Environment:**  *(Describe the work environment e.g. office based, outdoors etc.) Agile working*

Based at Holmes Road, Jamestown Road and 5 Pancras Square as required. Attendance on site and at evening meetings as required.

**Technical Knowledge and Experience: (***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

* Educated to degree level/post graduate qualification (or equivalent) level 7
* Evidence of continuing professional development and / or accreditation (RICS, CIOB, APM)
* Proven experience in the planning and delivery of major construction and/or infrastructure projects in complex organisations
* Knowledge and experience of sustainable building design and technologies
* Financially numerate, with the ability to comprehend programme finances, budgets and produce concise, clear and accurate programme reports
* In depth knowledge of contractual strategies including a working knowledge of the various forms of contracts and dealing with contractual claims
* Significant experience and evidence of successfully leading and managing large programmes of work
* Highly developed interpersonal, influencing and communication skills (both oral and written), including the ability to establish and maintain excellent working relationships with stakeholders and teams of highly qualified professionals
* Extensive experience of strategic partnership working with other agencies
* Extensive knowledge and experience of management of Health & Safety and Statutory Legislative Compliance
* Experience of working in a political environment
* Extensive experience of financial / budget management
* Management qualification or appropriate level of strategic management experience

**Leadership Behaviours**

|  |  |
| --- | --- |
| **INSPIRE** | Our leaders demonstrate the organisational values every day. They are passionate about the services they lead and delivering the vision and outcomes in the Camden Plan. They are authentic, inspirational and engage others through their personal leadership and ability to make the vision meaningful to all. Leaders are highly visible to staff and partners across Camden, have an interest and curiosity about the work of the whole council and ‘make everything their business’. Because they understand the bigger picture and always do things in the best interests of Camden, our leaders can lead different areas and work across the Council. They are recognised as exemplary leaders by organisations beyond Camden. |
| **ARE POLITICALLY ASTUTE** | Leaders demonstrate a wide understanding of the national and local political and economic environment and the perspectives of key stakeholders. They utilise this to shape the vision for the future, influencing the thinking and direction of stakeholders, including Members, partners and residents, and building credibility as a trusted advisor. |
| **DEVELOPS PEOPLE** | Our leaders identify talent and develop capability so that we have the highly skilled, committed and motivated workforce we need to deliver the Camden Plan. They create a culture of accountability – ensuring all staff, Members and other stakeholders deliver agreed outcomes and act in line with our ways of working. |
| **COLLABORATE** | Our leaders create the conditions for effective collaboration between stakeholders across Camden. Leaders establish relationships building trust and rapport. They listen to and understand different stakeholder perspectives, and are open and honest with others, be they staff, peers, Members, partners, providers or customers. Our leaders build a shared sense of purpose across Camden, unlocking the borough’s collective resources for the benefit of all. Challenge is accepted and encouraged as a means of delivering the best outcomes. |
| **DRIVE QUALITY AND VALUE** | Our leaders are ambitious and innovative in their approach to driving high standards, quality and value for money. They trust and respect staff and partners as experts in their work and empower them to be courageous and try new approaches in order to improve services and outcomes for customers. |
| **INFLUENCE** | Our leaders scan the environment and seek out the latest thinking, tools and technologies across all sectors. They think broadly about how this applies to the Camden context, taking the best of what’s around us to set the future direction for the borough. |

**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**

Has a wide knowledge of the national political environment and anticipates what is likely to be of concern to different stakeholders in future

**Work as one team**

Encourages strong team bonds and individuals to be transparent about their work and supportive of each other Build common understanding of needs and shared goals across different partners

**Take pride in getting it right**

Integrates key points and develops clear strategic alternatives from a mass of disparate data Able to monitor performance from a high level using management information data and customer feedback

**Find better ways**

Champions a learning culture and encourages others to develop and progress in their careers Acts on identified barriers that prevent staff delivering the right service, right first time, providing value for money

**Take personal responsibility**

Champion a coaching style of management View situations from multiple perspectives and understand multiple implications

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**



