**Job Profile Information: HS2 Project Coordinator**

**This supplementary information for HS2 Project Coordinator is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level…4……………. Zone……1………**

**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:**

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.

The HS2 Programme Team is recruiting an HS2 Project Coordinator for an initial 9 months to assist in the delivery of a number of high-priority projects.

The successful candidate will provide effective project management of one or various projects within the Council’s HS2 Programme Team, leading and coordinating activities and working closely with the HS2 Programme Manager. Previous project management experience is not essential but an organised approach to work, flexibility and ability to work with ambiguity are a must. The role will require significant stakeholder management, including HS2, its contractors and residents, and demonstrable experience in working with challenging stakeholders would be advantageous. In addition, awareness of the ongoing Council’s work on HS2 and experience in working within the Council’s Housing teams would also be a significant advantage.

The HS2 Programme team works with a wide range of services in the Council and the post holder would gain significant exposure to this. This secondment represents a great opportunity for someone looking to broaden their skillset and looking to be involved in fast paced high profile programme. The successful candidate will be comfortable will need be creative and innovative in their problem solving, and able bring people with them.

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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**Examples of responsibilities:**

* Setting up and monitoring project plans
* Coordinating project teams (matrix) to deliver outcomes successfully
* Responsibility for organising and chairing project meetings
* Providing progress updates to management
* Supporting the HS2 Programme Manager with governance requirements
* Ensure a joined up approach across multiple services, divisions and directorates to ensure that the work of the HS2 Programme team is properly advanced

**People Management Responsibilities:**

There are no formal management responsibilities for this role.

**Relationships:**

The role reports to the HS2 Programme Manager and will work closely with the HS2 Programme Team.

**Work Environment:**

Office based from 5 Pancras Square.

**Technical Knowledge and Experience:**

Essential

* Organised and can do attitude
* Experience in managing stakeholders in a diverse range of situations
* Ability to work with ambiguity
* Excellent communication skills including report writing
* Good analytical skills – able to analyse quantitative and qualitative data
* Influencing and persuasion

Desirable

* Understanding of Council Governance and business processes
* Project Management experience
* Experience working in housing projects
* Experience of briefing and advising members

**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 by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)